

WARSAW COMMUNITY PUBLIC LIBRARY
310 East Main Street
Warsaw, IN 46580

LIBRARY DIRECTOR
Ann M. Zydek
August 9, 2023

BOARD OF TRUSTEES MEETING AGENDA
August 14, 2023, 4 PM
MEETING ROOM A/B

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. READING AND APPROVAL OF AGENDA BOARD ACTION
- D. MINUTES OF LAST MEETING BOARD ACTION
- E. TREASURER'S REPORT BOARD ACTION
 - 1. July 2023 Financial Report
 - 2. Claims for August 2023
 - 3. Investments
- F. DIRECTOR'S REPORT
 - 1. Departmental Reports and Statistics for July 2023
 - 2. Staff/Trustee Update
 - 3. Building and Equipment Report
- G. COMMITTEE REPORTS
- H. OLD BUSINESS
- I. NEW BUSINESS BOARD ACTION
 - 1. Resolution to Transfer Operating Fund to the Rainy Day Fund
 - 2. Resolution to Reduce Current Budgets
 - 3. Resolution to Authorize Electronic Funds Transfer Method of Payment of Claims
 - 4. Resolution to Join Public Library Internet Consortium
 - 5. Resident/Non-Resident Library Card Issuance Policy
 - 6. Library Director Appointment
 - 7. Library Director Compensation & Terms
- J. ADJOURNMENT BOARD ACTION

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
July 10, 2023**

CALL TO ORDER

Following an executive session, President Chris Merrill called the meeting to order at 4:30 PM on Monday, July 10, 2023. Members present: Ben Rice, Barbara Beck, Cathi Zdenek, Jen Hicks, Jill Beehler and Tim Keyes. Also present: Director Ann Zydek, Business Administrator Renee Sweeny, Marketing Administrator Robin Fosnaugh, and InkFree Reporter Liz Shepherd.

READING AND APPROVAL OF AGENDA

The agenda of the July 10, 2023 meeting was reviewed. Jill Beehler moved

THAT the board approves the agenda as presented.

SECOND: Barbara Beck

MOTION: Passed

READING AND APPROVAL OF MINUTES

The minutes of the June 12, 2023 monthly meeting was reviewed. Ben Rice moved

THAT the board approves the minutes as presented.

SECOND: Tim Keyes

MOTION: Passed

TREASURER'S REPORT

Renee Sweeny reviewed the financial report, claims, and investments. Cathi Zdenek moved

THAT the board approves the treasurer's report as presented.

SECOND: Barbara Beck

MOTION: Passed

DIRECTOR'S REPORT

Library Director Ann Zydek reported changes have been made to the children's summer reading challenge. One of the changes is an increase to the number of pages needed for each prize level.

The library was closed on June 19 to observe Juneteenth.

Dan Rice, a representative of AdTec, filed FCC Form 486 on June 13, 2023, to apply for E-Rate funding on behalf of the library.

A Pre-Budget Worksheet was completed and submitted on Gateway June 12, 2023.

The state hired a new courier service for interlibrary loan, effective June 26.

COMMITTEE REPORTS

President Chris Merrill reported first & second interviews were conducted for the library director position that will be vacant with Ann's retirement. The board will have an executive session to review information on the final candidates.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

ADJOURNMENT

With no further business, Jen Hicks moved

THAT the meeting is adjourned at 4:45 PM.

SECOND: Barbara Beck

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Marketing Administrator

Jill Beehler
Secretary

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE SESSION MINUTES
July 10, 2023**

CALL TO ORDER

President Chris Merrill called the session to order at 4:00 PM on Monday, July 10, 2023.
Members present: Cathi Zdenek, Barbara Beck, Ben Rice, Jill Beehler, Jen Hicks, and Tim Keyes.
Also present: Director Ann Zydek.

PURPOSE

The board met in an executive session to discuss the job performance evaluation of individual employees, as authorized under IC 5-14-1.5-6.1(b) (9).

ADJOURNMENT

By board consensus the meeting adjourned at 4:25 PM.

Respectfully Submitted:

Attested:

Jill Beehler
Secretary

Chris Merrill
President

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE SESSION MINUTES
July 17, 2023**

CALL TO ORDER

President Chris Merrill called the session to order at 2:00 PM on Monday, July 17, 2023. Members present: Cathi Zdenek, Barbara Beck, Ben Rice, Jill Beehler, Jen Hicks, and Tim Keyes. Also present: Business Administrator Renee Sweeny, and Marketing Administrator Robin Fosnaugh.

PURPOSE

The board met in an executive session to receive information about and interview prospective employees as authorized under IC 5-14-1.5-6.1 (5).

ADJOURNMENT

By board consensus the meeting adjourned at 4:59 PM.

Respectfully Submitted:

Attested:

Robin Fosnaugh
Marketing Administrator

Jill Beehler
Secretary

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE SESSION MINUTES
July 24, 2023**

CALL TO ORDER

President Chris Merrill called the session to order at 2:00 PM on Monday, July 24, 2023.
Members present: Cathi Zdenek, Barbara Beck, Ben Rice, Jill Beehler, Jen Hicks, and Tim Keyes.
Also present: Marketing Administrator Robin Fosnaugh.

PURPOSE

The board met in an executive session to receive information about and interview prospective employees as authorized under IC 5-14-1.5-6.1 (5).

ADJOURNMENT

By board consensus the meeting adjourned at 3:20 PM.

Respectfully Submitted:

Attested:

Robin Fosnaugh
Marketing Administrator

Jill Beehler
Secretary