

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

LIBRARY DIRECTOR  
Ann M. Zydek  
September 7, 2023

**BOARD OF TRUSTEES PUBLIC HEARING**  
**September 11, 2023**  
**4:00 P.M.**  
**MEETING ROOM A/B**

- A. CALL TO ORDER
- B. PUBLIC HEARING FOR THE 2024 BUDGETS
- C. ADJOURNMENT

**BOARD OF TRUSTEES MEETING**  
**4:15 P.M.**  
**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. August 2023 Financial Report
  - 2. Claims for September 2023
  - 3. Investments
- F. DIRECTOR'S REPORT
  - 1. Departmental Reports and Statistics for August 2023
  - 2. Staff/Trustees Update
  - 3. Building and Equipment Report
- G. COMMITTEE REPORTS
- H. OLD BUSINESS
- I. NEW BUSINESS BOARD ACTION
  - 1. Appointing an Interim Library Director
- J. ADJOURNMENT BOARD ACTION

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
August 14, 2023**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:00 PM on Monday, August 14, 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 August 14, 2023 meeting was reviewed. Jill Beehler moved

THAT the board approves the agenda as presented.

SECOND: Cathi Zdenek

MOTION: Passed

READING AND APPROVAL OF MINUTES

The minutes of the July 10, 2023 monthly meeting was reviewed, along with the minutes of the July 10, 2023, July 17, 2023, and July 24, 2023 executive sessions. Cathi Zdenek 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. Ben Rice moved

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

SECOND: Barbara Beck

MOTION: Passed

DIRECTOR'S REPORT

Library Director Ann Zydek reported the library was closed on July 4 to observe Independence Day.

The State Budget Agency released that next year's Maximum Levy Growth Quotient will be 4%.

Duane Herendeen and Jacob Shriner received a pie in the face as participants in the Summer Reading Challenge reached a goal of 1 million pages/minutes read for children, and 2 million pages/minutes read for all age groups.

Ann shared the living wage for one working adult with no children in Kosciusko County is \$15.27, and \$15.78 in the state.

NEW Plumbing replaced floor drains and screens in the maintenance room.

Ann thanked community sponsors, staff, Friends of the Library, and volunteers for the success of the 2023 Summer Reading Challenge.

### COMMITTEE REPORTS

There were no committee reports.

### OLD BUSINESS

There was no old business.

### NEW BUSINESS

Renee recommended reducing the 2023 Operating Fund by \$329,100 and the 2023 Rainy Day Fund by \$300,000. Tim Keyes moved

THAT the Board approves the resolution as presented.

SECOND: Ben Rice

MOTION: Passed

Renee recommended transferring \$100,000 from the Operating Fund to the Rainy Day Fund. Cathi Zdenek moved

THAT the Board approves the resolution as presented.

SECOND: Tim Keyes

MOTION: Passed

A Resolution to Authorize Electronic Funds Transfer Method of Payment of Claims was reviewed. Ben Rice moved

THAT the Board approves the resolution as presented.

SECOND: Barbara Beck

MOTION: Passed

A Commitment to Join Indiana State Library Consortium for Public Library Internet Access was presented. The resolution allows the library to obtain discount pricing for Internet services. Ben Rice moved

THAT the Board approves the resolution as presented.

SECOND: Tim Keyes

MOTION: Passed

The Resident/Non-Resident Library Card Issuance Policy was reviewed. Ann recommended fees remain the same for non-resident library cards. Current annual rates are \$96 for individual cards, \$240 for family cards, and \$24 for three-month cards. Jill Beehler moved

THAT the Board approves there be no changes to the policy.

SECOND: Cathi Zdenek

MOTION: Passed

The Board has chosen to appoint Heather Barron as the Library Director for the Warsaw Community Public Library. Tim Keyes moved

THAT the board approves the appointment of Heather Barron as the Library Director for WCPL, effective October 2, 2023.

SECOND: Cathi Zdenek

MOTION: Passed

An employment agreement for the Library Director was presented with an annual salary of \$100,000, and all employee benefits as outlined in the Warsaw Community Public Library Policy Manual except:

Vacation Leave - In exception to the current vacation leave policy, three weeks paid vacation will be awarded upon start date and will expire on December 25, 2024. On December 26, 2023, the current vacation leave policy will take effect and leave will start being earned as per the policy. Cathi Zdenek moved

THAT the board approves the employment agreement for Heather Barron.

SECOND: Ben Rice

MOTION: Passed

#### ADJOURNMENT

With no further business, Barbara Beck moved

THAT the meeting is adjourned at 4:25 PM.

SECOND: Tim Keyes

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh  
Marketing Administrator

Jill Beehler  
Secretary