



## BOARD OF TRUSTEES MEETING AGENDA

March 11, 2024 – 4 PM

Meeting Room A/B

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. ADOPTION OF AGENDA
- D. APPROVAL OF MINUTES
  - 1. February 2024 Monthly Meeting
  - 2. February 2024 Goals Retreat
- E. FINANCIAL REPORT
- F. DIRECTOR'S REPORT
- G. COMMITTEE REPORTS
- H. OLD BUSINESS
- I. NEW BUSINESS
  - 1. Staff Development Day – October 24, 2024
  - 2. Moving the April Board of Trustees Meeting to April 15, 2024
  - 3. Parkview Employee Assistance Program
  - 4. Renovation Committee
- J. ADJOURNMENT

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
February 12, 2024**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:00 PM on Monday, February 12, 2024. Members present: Jen Hicks, Ben Rice, Tim Keyes, Barbara Beck, Jill Beehler, and Cathi Zdenek. Also present: Director Heather Barron, Business Administrator Renee Sweeny, Marketing Administrator Robin Fosnaugh, and InkFree News Journalist Patrick Webb.

READING AND APPROVAL OF AGENDA

The agenda of the February 12, 2024 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 January 8, 2024 monthly meeting was reviewed. Tim Keyes moved

THAT the board approves the minutes as presented.

SECOND: Cathi Zdenek

MOTION: Passed

The minutes of the January 8, 2024 annual Board of Finance meeting was reviewed. Cathi Zdenek moved

THAT the board approves the minutes as presented.

SECOND: Barbara Beck

MOTION: Passed

FINANCIAL REPORT

Renee Sweeny reviewed the financial report, claims, and investments. Ben Rice moved

THAT the board approves the financial report as presented.

SECOND: Tim Keyes

MOTION: Passed

## DIRECTOR'S REPORT

Library Director Heather Barron announced that Facilities Manager Jim Price marked his first month of service at the library. Jim is proactive, fast, pays great attention to detail, and is a valuable new member of WCPL's team.

Sarah Neel has taken on the role of WCPL's full-time communications manager, while Noni Voth now works part-time as a professional assistant at the reference desk, and Dana McAfee has transitioned to the part-time adult event coordinator position.

Joshua McNeal marked his 27th year at WCPL, while Jacob Shriner celebrated his 6th year.

John Yeager returned to carry on with his initiatives from the staff development day. Various strategies were devised to enhance communication, foster inclusion, and promote overall progress. John is scheduled to return in February for a final session to assist in the implementation of these strategies.

Several staff committees have been established, with the Celebration Committee recently hosting a "Souper Bowl" Friday event. The staff enjoyed soup, bread, desserts, and the opportunity to come together. Additionally, the Policy Review Committee assisted in reviewing the Dress Code Policy and proposed some revisions.

Two additional study rooms have been added, bringing the total number of study rooms available for public use at the library to four.

Heather mentioned her recent community-building efforts and networking activities. This led to a conversation with the Warsaw Parks Department regarding the potential installation of a StoryWalk® in one of the parks. StoryWalk® combines physical activity with literacy by displaying pages of a children's book along a walkable path. The parks department has granted initial approval for the project. Heather plans to apply for grants, and the Friends of the Library will assist in sponsoring the project. Additionally, a meeting with the Kosciusko County Visitors Bureau resulted in a decision to feature a two-page spread about the county's libraries in the 2025 visitors guide.

A video simulation of the of April 8, 2024 eclipse was presented to trustees. Warsaw falls outside the path of totality. Some libraries and schools in the area are modifying their hours to align with the eclipse.

Jen Hicks inquired about the process of selecting stories for the StoryWalk®. Heather explained that the staff from Children's Services would be responsible for selecting books. The stories will be manually inserted into the kiosks and updated every couple of months.

## COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Heather requested the library close for staff development day on April 18, 2024. Tim Keyes moved

THAT the board approves closing the library on April 18, 2024 for staff development.

SECOND: Ben Rice

MOTION: Passed

The updated Dress Code Policy was reviewed, and Jill Beehler noted the policy was laid out nicely, and clear. Cathi Zdenek moved

THAT the board approves the policy as presented.

SECOND: Jill Beehler

MOTION: Passed

ADJOURNMENT

With no further business, Tim Keyes moved

THAT the meeting adjourns at 4:22 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh  
Marketing Administrator

Cathi Zdenek  
Secretary

**WARSAW COMMUNITY PUBLIC LIBRARY BOARD RETREAT  
MINUTES – FEBRUARY 12, 2024**

**CALL TO ORDER:** President Chris Merrill started the Board Retreat at 4:30 P.M. on Monday, February 12, 2024. Members present: Barbara Beck, Jill Beehler, Tim Keyes, Ben Rice, Cathi Zdenek, and Jen Hicks. Also present, Heather Barron, Director.

**HIGHLIGHTS:** Heather shared a recap of some of the highlights over the past few months.

**Staff Days:** A very successful Staff Day was held on December 7, 2023 with facilitator John Yeager to help integrate team members and encourage collaboration among all staff. Work done at the in-service has continued in various forms, including Jacob’s creation of a graphic to showcase top values of staff. An effort is being made to carry forward information sharing on color/personality styles and how to work together. Heather shared that “Team” is the focus of staff days in 2024, and “Service” is the focus of staff days in 2025.

**Team Building:** Changes implemented to build on teamwork have included morning huddles, which help with information sharing and community building among staff. It has also included the creation of two staff committees, the Policy Review Committee and the Celebration Committee. Both committees are active and have already completed projects.

**Staffing:** The WCPL organizational chart was shared. This included two new positions that will be advertised (Bilingual Services Specialist and Teen Event Coordinator), as well as shifting roles of current staff.

**Building Usage:** Heather explained that two new study rooms have been opened for the public, and two new offices have been created for the staff.

**WCPL FUTURE:** The Board discussed ideas that are being explored for the library.

**Rebranding:** The need for an updated website was discussed. Heather shared that she and Tyson have met with one consulting firm and that led to pausing to reconsider the WCPL logo. The current logo is challenging to use in a variety of formats and on marketing materials due to its intricate design. The Board was open to exploring the adoption of a new logo and branding for the library. Jennifer suggested contacting the high school’s design program to see if the library could work with them. Tim offered the name of a local company to check into for website creation.

**Partnerships:** Several partnerships already exist between the library and the community. Heather shared the goal of building upon existing relationships and working to cultivate new ones with community partners. The library wants to serve as a resource hub for the community. An example of building upon current partnerships is the StoryWalk project, which will be in cooperation with the Warsaw Parks Department, Friends of the Library, and a grant resource such as Kosciusko Community Foundation. Additionally, the idea of a community read based around the book “This is Where You Belong: The Art and Science of Loving the Place You Live” by Melody Warnick was shared as a potential way to partner and engage with organizations and residents in the future.

**Renovations:** The need for renovations was discussed. This included a list of top priorities for updates in the building (sprinkler system, roof, chiller, carpet, lighting, ceiling tiles, parking lot, curbs/sidewalks, wallpaper) and much needed additional updates (accessibility improvements, elevator access, flooring, tuckpointing, retainer wall, landscaping, energy management system, foundation leaks, entrance, entry

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doors). Due to the amount of renovations and upgrades needed, along with the current issues of accessibility, limited parking, limited space for growth, lack of usable green space, etc., the possibility was considered of relocating the library if the right conditions could be met. This would also mean finding a good use for the current building. It was discussed that the library could become a training or community facility to serve unmet needs. Tim shared that a great name would be The Carnegie Community Center. It was noted that there may be local organizations looking for such a centrally located space. It was decided to create an exploratory committee at the next Board meeting to research to possibility of a relocation of the library.

**Teacher Cards:** The topic of extending the free library cards to educators who work within the library’s service area was discussed. Duane collected data from 13 schools in the service area and found that 92 out of 347 teachers had library cards. Of those 92 cards, 89 were residents with free cards. Only 3 purchased a non-resident card. It was shared that there are differing views on resident within the service area paying for access through taxes while teachers who live outside of the district would not. A discussed ensued about how much it would mean to teachers to have the cards offered, what a valuable resource it could be on strict budgets, and that it would create goodwill with the educators in our area. It was agreed that not all teachers would necessarily take advantage of the free card. Ultimately, it was decided that the benefits of offering the cards, the service it would provide to the teachers, and the goodwill it would create were greater than the concerns for not offering the free cards. This will be explored further and brought to the board possibly this summer.

**Homeschool Programs:** A discussion to clarify the use of the word “homeschool” in library event names was held. While the library does not cater to any one group, the library strives to serve as much of the community as possible. There has been confusion from parents when the library holds a program geared toward children during regular school hours and does not state that it is intended for homeschool children. It was decided that the library could hold typical library programs for children during regular school hours if public/private school children were not excluded. This could mean offering a similar program in the afternoon or evening.

The Board Retreat adjourned by consensus at 6:34 PM.

Submitted by:

Attested:

Heather Barron  
Library Director

Cathi Zdenek  
Board Secretary