

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

LIBRARY DIRECTOR
Ann M. Zydek
February 8, 2023

BOARD OF TRUSTEES MEETING AGENDA
February 13, 2023, 4:00 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. January 2023 Financial Report
 - 2. Claims for February 2023
 - 3. Investments
- F. DIRECTOR'S REPORT
 - 1. Departmental Reports and Statistics for January 2023
 - 2. Staff/Trustee Update
 - 3. Building and Equipment Report
 - 4. Annual Reports/Goals
- G. COMMITTEE REPORTS
- H. OLD BUSINESS
- I. NEW BUSINESS BOARD ACTION
 - 1. Staff Development Day
- J. ADJOURNMENT BOARD ACTION

BOARD GOALS RETREAT
February 13, 2023, 4:30 P.M.
MEETING ROOM A/B

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
January 9, 2023**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:00 PM on Monday, January 9, 2023. Members present: Jen Hicks, Ben Rice, Tim Keyes, Barbara Beck and Cathi Zdenek. Member absent with prior notice: Jill Beehler. Also present: Director Ann Zydek, Business Administrator Renee Sweeny, Marketing Administrator Robin Fosnaugh, and InkFree News Journalist Liz Shepherd.

READING AND APPROVAL OF AGENDA

The agenda of the January 9, 2023 meeting was reviewed. Barbara Beck moved

THAT the board approves the agenda as presented.

SECOND: Jen Hicks

MOTION: Passed

READING AND APPROVAL OF MINUTES

The minutes of the December 12, 2022 monthly meeting was reviewed. Cathi Zdenek moved

THAT the board approves the minutes as presented.

SECOND: Barbara Beck

MOTION: Passed

TREASURER'S REPORT

Renee Sweeny reviewed the financial report, claims, investments, and 2022 encumbrances. Cathi Zdenek moved

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

SECOND: Ben Rice

MOTION: Passed

DIRECTOR'S REPORT

Library Director Ann Zydek reported the library was closed December 23-26 for the Christmas holiday.

Havel finished the installation of the new thermostats.

NIPSCO was called on December 14 to report a broken wire on an exterior pole that was shorting out power to the library. The issue was resolved before opening, and had nothing to do with the wiring of the building.

WCPL runs somewhere between 11-15th place in the OverDrive Indiana Digital Consortium. Dana Owen is able to see what patrons are requesting, and receives a weekly report that allows her to see where the holds are and act accordingly. Chris inquired if we were able to back off on inventory that may not be as popular at a later date. Ann shared that was possible.

Over 200 people registered for the winter reading challenge that started on January 4.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

There was no old business.

NEW BUSINESS

A schedule for the 2023 board meeting dates was reviewed. Cathi Zdenek moved

THAT the board approves the meeting dates as presented.

SECOND: Tim Keyes

MOTION: Passed

Changes to the Emergency Closings & Delayed Openings Policy were reviewed. Jen noticed a discrepancy on the first page that should read "Employees will be re-assigned...and paid for any scheduled (instead of schedules) hours." Tim Keyes moved

THAT the board approves the policy with the adjustment.

SECOND: Ben Rice

MOTION: Passed

Minor changes to the Holiday Leave Policy were reviewed. Barbara questioned what unpaid closed means. Renee shared the library is closed for the day, but it's not a paid holiday for the staff. Ben Rice moved

THAT the board approves the policy as presented.

SECOND: Tim Keyes

MOTION: Passed

Changes to the Library Credit Card Policy were reviewed. Cathi remarked that the assistant director was removed from a previous policy, but remained in this policy and if that was okay. Ann shared it was left in this policy in case the board decided to add that position again. Cathi Zdenek moved

THAT the board approves the policy as presented.

SECOND: Barbara Beck

MOTION: Passed

Trustees reviewed a change made to the Termination of Employment Policy. Tim Keyes moved

THAT the board approves the policy as presented.

SECOND: Cathi Zdenek

MOTION: Passed

The slate for the 2023 Board of Finance Officers was discussed. Nominated for 2023: President - Chris Merrill, and Secretary - Ben Rice. Cathi Zdenek moved

THAT the board approves the slate as presented.

SECOND: Ben Rice

MOTION: Passed

Trustees elected by paper ballot the 2023 Board of Trustee Officers. Cathi Zdenek announced that the following were unanimously elected with one abstained vote due to absence:

President: Chris Merrill

Vice President: Barbara Beck

Secretary: Jill Beehler

Treasurer: Ben Rice

Tim Keyes moved

THAT the board certify the election results for the 2023 Board of Trustee Officers.

SECOND: Barbara Beck

MOTION: Passed

ADJOURNMENT

With no further business, Jen Hicks moved

THAT the meeting adjourns at 4:22 PM.

SECOND: Barbara Beck

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Marketing Administrator

Barbara Beck
Vice President

