



## BOARD OF TRUSTEES PUBLIC HEARING AGENDA

November 13, 2023, 4 PM

Meeting Room A/B

- A. CALL TO ORDER
- B. IC 36-12-1-12 (e) PUBLIC HEARING TO REVIEW THE WARSAW COMMUNITY PUBLIC LIBRARY COMPUTER USAGE & INTERNET ACCEPTABLE USE POLICY
- C. ADJOURNMENT

## BOARD OF TRUSTEES MEETING AGENDA

November 13, 2023 – 4:15 PM

Meeting Room A/B

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. ADOPTION OF AGENDA
- D. APPROVAL OF MINUTES
- E. FINANCIAL REPORT
- F. DIRECTOR'S REPORT
- G. COMMITTEE REPORTS
- H. OLD BUSINESS
- I. NEW BUSINESS
  - 1. Computer Usage & Internet Acceptable Use Policy
  - 2. Vacation Policy
  - 3. Materials Loan Policy
- J. ADJOURNMENT

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
October 16, 2023**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:03 PM on Monday, October 16, 2023. Members present: Ben Rice, Barbara Beck, Cathi Zdenek, Jen Hicks, Jill Beehler and Tim Keyes. Also present: Director Heather Barron, Business Administrator Renee Sweeny, Marketing Administrator Robin Fosnaugh, and InkFree Reporter Liz Shepherd.

READING AND APPROVAL OF AGENDA

The agenda of the October 16, 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 September 11, 2023 public hearing for the 2024 budgets was reviewed. Ben Rice moved

THAT the board approves the minutes as presented.

SECOND: Barbara Beck

MOTION: Passed

The minutes of the September 11, 2023 monthly meeting was reviewed. It was noted a spelling error on the IT monthly report graph shall be corrected to read October. Cathi Zdenek moved

THAT the board approves the minutes as corrected.

SECOND: Ben Rice

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 Heather Barron shared a TikTok video recorded by a library user who had a good library experience. The video was shared with staff and Heather pointed out it was a great way to celebrate the little things that the staff don't regularly get to hear or see.

Trustees and staff members received a card from Heather that included a puzzle piece. Each person wrote their name on a piece of the library logo puzzle, representing that it's everyone that's behind the logo that makes it what it is.

## COMMITTEE REPORTS

There were no committee reports.

## OLD BUSINESS

There was no old business.

## NEW BUSINESS

Renee explained the Resolution for Corporation or Unincorporated Association was updated. The resolution empowers those listed to have access, remove contents, or surrender a safe deposit box on behalf of the library. Tim Keyes moved

THAT the board approves the resolution as presented.

SECOND: Barbara Beck

MOTION: Passed

Heather requested the library close for staff development day on December 7, 2023. Jill Beehler moved

THAT the board approves closing the library on December 7, 2023 for staff development.

The 2024 budgets were reviewed with \$3,754,000 for the General Fund; \$470,000 for the Rainy Day Fund; and a tax rate of 0.1336. Ben Rice moved

THAT the board approves the 2024 budgets as presented.

SECOND: Tim Keyes

MOTION: Passed

Heather requested the library endowment funds annual distributions are rolled back into the principle balance of the endowment funds each year until further notice. Tim Keyes moved

THAT the annual distributions are rolled back into the funds each year until further notice.

SECOND: Cathi Zdenek

MOTION: Passed

ADJOURNMENT

With no further business, Jen Hicks moved

THAT the meeting is adjourned at 4:18 PM.

SECOND: Barbara Beck

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh  
Marketing Administrator

Jill Beehler  
Secretary