



WARSAW COMMUNITY **PUBLIC LIBRARY**

310 E Main Street, Warsaw IN 46580

BOARD OF TRUSTEES MEETING AGENDA

October 21, 2024 – 4 PM

Meeting Room A/B

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. ADOPTION OF AGENDA
- D. APPROVAL OF MINUTES
 - 1. September 9, 2024 Public Hearing Minutes
 - 2. September 9, 2024 Monthly Meeting
- E. FINANCIAL REPORT
- F. DIRECTOR'S REPORT
- G. COMMITTEE REPORTS
 - 1. Renovation Committee
- H. OLD BUSINESS
- I. NEW BUSINESS
 - 1. Adoption of 2025 Budgets
 - 2. Professional Meeting Mileage Policy
 - 3. Dress Code Policy
- J. ADJOURNMENT

10-17-24

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES BUDGET HEARING MINUTES
September 9, 2024**

CALL TO ORDER

President Chris Merrill called the 2025 Budget Hearing to order at 4:00 PM on Monday, September 9, 2024. Members present included Ben Rice, Barbara Beck, Jen Hicks, Tim Keyes, and Jill Beehler. Cathi Zdenek was absent with prior notice. Executive Director Heather Barron, Business Manager Renee Sweeny, Administrative Liaison Robin Fosnaugh, and three guests were also present.

PUBLIC HEARING FOR THE 2025 BUDGET

There were no public comments or questions about the proposed 2025 budget.

ADJOURNMENT

With no additional business to discuss, Barbara Beck moved to adjourn the meeting at 4:15 PM.

SECOND: Tim Keyes

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Administrative Liaison

Chris Merrill
President

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
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READING AND APPROVAL OF AGENDA

The meeting agenda for September 9, 2024, was reviewed. Jill Beehler moved to approve the agenda as presented.

SECOND: Barbara Beck

MOTION: Passed

READING AND APPROVAL OF MINUTES

The Board reviewed the minutes from the executive session held on August 12, 2024. Ben Rice moved to approve the minutes as presented.

SECOND: Tim Keyes

MOTION: Passed

The Board reviewed the minutes from the August 12, 2024 monthly meeting. Tim Keyes moved to approve the minutes as presented.

SECOND: Ben Rice

MOTION: Passed

FINANCIAL REPORT

Renee Sweeny reviewed the financial report, claims, and investments. Jill Beehler moved to approve the financial report as presented.

SECOND: Ben Rice

MOTION: Passed

DIRECTOR REPORT

Executive Director Heather Barron reported a significant increase in e-material statistics, rising from 2,600 in 2014 to 17,800 in 2024. Book circulation remains stable, but music CDs and movies are less popular than before.

Activities continue to happen at the library and off-site. Last month, off-site events included visits to Paddock Springs, the Senior Activity Center, and Mason's Healthcare.

The building report noted that two septic lines backed up during the month, and broken heads were found in the irrigation system. Additionally, a second pinhole leak was discovered and

repaired in the sprinkler system on the second floor. The bi-fold doors continue to jam, especially during the winter months.

The StoryWalk® dedication was held earlier today.

A community survey will be conducted as part of the feasibility study. The survey will be accessible on the website and in other formats. The objective is to gather feedback about the library and explore ways to improve it in the future. Also, community engagement meetings have been set for October 16.

Hoosier Start is a state-sponsored, voluntary retirement savings plan for part-time and full-time employees. The library's only role is to offer the plan, which the Indiana State Comptroller oversees. It is another benefit that can be easily provided, and it is up to the employee to decide whether to participate.

COMMITTEE REPORTS

MKM Architects + Design provided a memo summarizing their recent activities and upcoming projects. It was recommended that the potential relocation to the Marsh building should not be pursued, mainly because the building was rated for 100 lbs. per square foot for a grocery store, while a library requires 150 lbs. per square foot. The committee continues to meet with the architects and is still gathering information on structural stability, infrastructure, and all the upgrades that will be needed.

OLD BUSINESS

There was no old business.

NEW BUSINESS

A resolution was presented to join Hoosier Start. Tim Keyes moved to approve the resolution.

SECOND: Jen Hicks

MOTION: Passed

ADJOURNMENT

With no additional business to discuss, Jill Beehler moved to adjourn the meeting at 4:38 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Administrative Liaison

Chris Merrill
President