



# WARSAW COMMUNITY **PUBLIC LIBRARY**

310 E Main Street, Warsaw IN 46580

## BOARD OF TRUSTEES MEETING AGENDA

November 18, 2024 – 4 PM

Meeting Room AB

- 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
  - 1. MKM Architecture + Design Presentation
- H. OLD BUSINESS
  - 1. Professional Meeting/Mileage Policy
  - 2. Dress Code Policy
- I. NEW BUSINESS
  - 1. 2025 Goals Retreat Meeting Date
  - 2. Health Savings Account
  - 3. Vacation Policy Exception
- J. ADJOURNMENT

## BOARD OF TRUSTEES EXECUTIVE SESSION AGENDA

November 18, 2024 – 5:30 PM

Meeting Room AB

- A. CALL TO ORDER
- B. IC 5-14-1.5-6.1 (9) Discussion of Job Performance Evaluation of Individual Employees
- C. ADJOURNMENT

11-14-24

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
October 21, 2024**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:03 PM on Monday, October 21, 2024. Members present included Ben Rice, Barbara Beck, Jen Hicks, Tim Keyes, Jill Beehler, and Cathi Zdenek. Executive Director Heather Barron, Business Manager Renee Sweeny, Administrative Liaison Robin Fosnaugh, and one guest were also present.

READING AND APPROVAL OF AGENDA

The meeting agenda for October 21, 2024, was reviewed. Jill Beehler moved to approve the agenda as presented.

SECOND: Cathi Zdenek

MOTION: Passed

READING AND APPROVAL OF MINUTES

The Board reviewed the minutes from the public hearing for the 2025 budgets held on September 9, 2024. Cathi Zdenek moved to approve the minutes as presented.

SECOND: Barbara Beck

MOTION: Passed

The Board reviewed the minutes from the monthly meeting on September 9, 2024. Jill Beehler moved to approve the minutes as presented.

SECOND: Cathi Zdenek

MOTION: Passed

FINANCIAL REPORT

Renee Sweeny reviewed the financial report, claims, and investments. The Friends of the Library donated over \$13,000 for an AED unit, AWE computers, and the StoryWalk®. Ben Rice moved to approve the financial report as presented.

SECOND: Tim Keyes

MOTION: Passed

DIRECTOR'S REPORT

Executive Director Heather Barron reminded Trustees that the Indiana State Library will hold a trustee training workshop at the Middlebury Public Library on December 3, from 4-6 PM, for those interested.

The library will be closed for staff development on Thursday, October 24.

The Friends of the Library is conducting a membership drive to celebrate National Friends of Libraries Week.

Warsaw Adult Education needs additional ELL (English Language Learning) classes. To address this, WCPL is working to offer classes at the library on Tuesdays and Thursdays. Childcare for students may be provided in partnership with Grace College. While a start date has not yet been established, the program will follow the school year calendar.

Heather discussed a potential partnership with Kosciusko Cares. Suggestions for classes and using resource navigators at the library were mentioned.

Heather met with WCS Superintendent Dr. Hoffert to discuss ideas for future partnerships, including their annual speaker series.

The Kosciusko County Chamber of Commerce created a video showcasing the library that was shared with the Trustees. The Chamber also shared the library's recent survey in their newsletter.

Ben expressed gratitude to Heather and the staff for their efforts in engaging with the community and sharing the library's message. He noted that these efforts were resulting in meaningful community connections.

Chris thanked the Friends of the Library for their generous contributions and ongoing support.

#### COMMITTEE REPORTS

The Renovation Committee reported that nine local organizations formed several focus groups to discuss and share their needs. MKM indicated that the meetings were successful. Virtual surveys were conducted with staff, and the community survey concluded in mid-October. MKM will update the staff during the upcoming staff development session.

#### OLD BUSINESS

There was no old business.

#### NEW BUSINESS

The 2025 budgets were reviewed, with \$4,292,000 allocated for the General Fund, \$100,000 for the Rainy Day Fund, and a tax rate of 0.1326. Ben Rice moved to approve the budgets as presented.

SECOND: Cathi Zdenek

MOTION: Passed

Changes to the Professional Meeting/Mileage Policy and the Dress Code Policy were reviewed and will be presented for approval at the next meeting.

ADJOURNMENT

With no additional business to discuss, Tim Keyes moved to adjourn the meeting at 4:26 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh  
Administrative Liaison

Cathi Zdenek  
Secretary