



# WARSAW COMMUNITY **PUBLIC LIBRARY**

310 E Main Street, Warsaw IN 46580

## BOARD OF TRUSTEES EXECUTIVE SESSION AGENDA

December 4, 2024 – 5 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

11-21-24

[warsawlibrary.org](https://warsawlibrary.org) 

574.267.6011 



# WARSAW COMMUNITY **PUBLIC LIBRARY**

310 E Main Street, Warsaw IN 46580

## BOARD OF TRUSTEES MEETING AGENDA

December 9, 2024 – 4 PM

Meeting Room AB

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. ADOPTION OF AGENDA
- D. APPROVAL OF MINUTES
  - 1. November 18, 2024 Monthly Meeting
  - 2. November 18, 2024 Executive Session
- E. FINANCIAL REPORT
- F. DIRECTOR'S REPORT
- G. COMMITTEE REPORTS
  - 1. Renovation Committee
- H. OLD BUSINESS
  - 1. 2025 Goals Retreat Meeting Date
  - 2. Health Savings Account
- I. NEW BUSINESS
  - 1. 2025 Slate of Board Officers
  - 2. 2025 Wage/Salary Table
  - 3. Computer Usage & Internet Acceptable Use Policy
  - 4. Staff Development Dates – March 20, 2025 & September 18, 2025
  - 5. 2025 Library Director's Salary/Compensation
- J. ADJOURNMENT

12-4-24

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
November 18, 2024**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4 PM on Monday, November 18, 2024. Present at the meeting were members 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 two guests were also in attendance.

READING AND APPROVAL OF AGENDA

The meeting agenda for November 18, 2024, was reviewed. Jill Beehler moved to approve the agenda as presented.

SECOND: Tim Keyes

MOTION: Passed

READING AND APPROVAL OF MINUTES

The Board reviewed the minutes from the October 21, 2024 monthly meeting. Tim Keyes moved to approve the minutes as presented.

SECOND: Cathi Zdenek

MOTION: Passed

FINANCIAL REPORT

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

SECOND: Barbara Beck

MOTION: Passed

DIRECTOR'S REPORT

Executive Director Heather Barron announced that Linda Francis, Kendra Thompson, and Noni Voth are now full-time staff members. Over the past year, five part-time staff members have transitioned to full-time positions.

The library was closed on October 24 for staff development. During this time, Hoosier Start provided information about retirement savings options, MKM presented the value of public libraries, and the Center for Creative Solutions conducted a workshop focused on civility and resilience.

Heather reported that she is exploring potential partnerships with Indiana Humanities, Grace College, and PBS.

A small group of staff volunteered on October 22 at the Warsaw Community High School with Feed My Starving Children.

The Friends of the Library are hosting their third annual Lights of Love Tree event. All proceeds will benefit the library, and a tree dedication ceremony will occur on December 2.

### COMMITTEE REPORTS

MKM Architecture + Design shared a presentation on the value of public libraries and their role in communities.

### OLD BUSINESS

At the last meeting, the trustees discussed revisions to the Professional Meeting/Mileage Policy. Without further questions, Ben Rice moved to approve the policy as presented.

SECOND: Tim Keyes

MOTION: Passed

Heather expressed a desire to further review the changes to the Dress Code Policy. With no objections raised, the policy was tabled until further notice.

### NEW BUSINESS

A meeting date for the 2025 Goals Retreat was discussed. Trustees will check their calendars to determine if Thursday, April 24, 2025, or Tuesday, April 29, 2025, is suitable.

The trustees discussed the option of providing a health savings account for active, full-time employees currently covered by the library's medical insurance. The board will decide on the library's annual contribution amount to the account. The policy will be presented for approval at the next meeting.

An exception to the Vacation Policy was resolved with an employee earlier, and the board did not need to take any action.

### ADJOURNMENT

With no additional business to discuss, Tim Keyes moved to adjourn the meeting at 5:14 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh  
Administrative Liaison

Cathi Zdenek  
Secretary

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
EXECUTIVE SESSION MINUTES  
November 18, 2024**

**CALL TO ORDER**

President Chris Merrill called the session to order at 5:30 PM on Monday, November 18, 2024. Members present: Cathi Zdenek, Barbara Beck, Ben Rice, Jill Beehler, Jen Hicks, and Tim Keyes.

**PURPOSE**

The board convened in an executive session to discuss the job performance evaluation of individual employees, as authorized under IC 5-14-1.5-6.1(b) (9). No other topics were discussed during the session.

**ADJOURNMENT**

By board consensus, the meeting adjourned at 6 PM.

Respectfully Submitted:

Attested:

Cathi Zdenek  
Secretary

Chris Merrill  
President