



# WARSAW COMMUNITY PUBLIC LIBRARY

310 E Main Street, Warsaw IN 46580

## BOARD OF TRUSTEES MEETING AGENDA January 13, 2025 – 4 PM – Meeting Room AB

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. ADOPTION OF AGENDA
- D. APPROVAL OF MINUTES
  - 1. December 4, 2024 Executive Session
  - 2. December 9, 2024 Monthly Meeting
- E. FINANCIAL REPORT
- F. DIRECTOR'S REPORT
- G. COMMITTEE REPORTS
  - 1. Renovation Committee
- H. OLD BUSINESS
- I. NEW BUSINESS
  - 1. 2025 Board Meeting Dates
  - 2. 2025 Board of Finance Officers Slate
  - 3. Annual Review Committee Appointments
  - 4. Election of 2025 Board of Trustees Officers
- J. ADJOURNMENT

## ANNUAL BOARD OF FINANCE MEETING AGENDA 4:30 PM – Meeting Room AB

- A. CALL TO ORDER
- B. OLD BUSINESS
- C. NEW BUSINESS
  - 1. Election of 2025 Board of Finance Officers
  - 2. 2024 Investments Report
  - 3. Review of the Investments Policy
- D. ADJOURNMENT

1-8-25

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
EXECUTIVE SESSION MINUTES  
December 4, 2024**

CALL TO ORDER

President Chris Merrill called the session to order at 5 PM on Monday, December 4, 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 6:30 PM.

Respectfully Submitted:

Attested:

Cathi Zdenek  
Secretary

Chris Merrill  
President

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
December 9, 2024**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4 PM on Monday, December 9, 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 one guest were also in attendance.

READING AND APPROVAL OF AGENDA

The meeting agenda for December 9, 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 November 18, 2024 monthly meeting. Tim Keyes moved to approve the minutes as presented.

SECOND: Barbara Beck

MOTION: Passed

The Board reviewed the minutes from the executive session held on November 18, 2024. Cathi Zdenek moved to approve the minutes as presented.

SECOND: Tim Keyes

MOTION: Passed

FINANCIAL REPORT

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

SECOND: Barbara Beck

MOTION: Passed

DIRECTOR'S REPORT

Executive Director Heather Barron announced that Charlene Caron and Linda Francis celebrated their 15-year anniversaries, while Missy Chapman marked her 36th year at WCPL. Additionally, Sarah Neel celebrated her 2nd anniversary.

A new format was implemented for the staff evaluations conducted during the month. Improvements to the form and process will continue to develop.

The initial planning meeting for the "Americans and the Holocaust" exhibit was held.

Heather participated in several community-building activities, including attending the Friends of the Library meeting. During this meeting, she provided an update on her activities from her first year and answered questions from the group. Additionally, the Kosciusko County Community Coordinator received a library tour, and a Cub Scout group practiced flag etiquette using the library's flag.

Heather expressed her gratitude to Facilities Manager Jim Price for being exceptionally proactive. He takes the initiative to train with every vendor who visits, learning to improve his skills and knowledge. Additionally, Heather thanked Systems Administrator Tyson Barnett for the hard work he does behind the scenes.

A total of 37 community outreach events were conducted, including 15 offsite events and 22 onsite events.

With forty percent of the total circulation consisting of e-materials, an additional \$100,000 was invested in the collection.

### COMMITTEE REPORTS

The Renovation Committee shared a progress memo from MKM Architecture + Design detailing the project's current status. The team is continuing to develop a final master plan.

### OLD BUSINESS

The meeting date for the 2025 goals retreat was proposed for April 24 at 5 PM. Ben Rice moved to approve the date.

SECOND: Tim Keyes

MOTION: Passed

Last month, Trustees discussed an option to provide a health savings account for active, full-time employees currently covered by the library's medical insurance. Tim Keyes moved to approve the policy and establish an HSA for eligible employees.

SECOND: Ben Rice

MOTION: Passed

The proposed monthly contribution to the HSA for each eligible employee by WCPL is \$100, with a maximum of \$1,200 for 2025. Tim Keys moved to approve the amount.

SECOND: Cathi Zdenek

MOTION: Passed

### NEW BUSINESS

The Board discussed the slate of officers for 2025, which will be elected during the January 2025 monthly meeting. The nominees for 2025 are President Chris Merrill, Vice President Tim Keyes, Secretary Cathi Zdenek, and Treasurer Ben Rice. Jill Beehler moved to accept the nominations for 2025.

SECOND: Jen Hicks

MOTION: Passed

There were no changes to the wage and salary table for 2025. Cathi Zdenek moved to approve the salary schedule as presented.

SECOND: Tim Keyes

MOTION: Passed

The Computer Usage and Internet Acceptable Use Policy was reviewed, and no changes were recommended. Tim Keyes moved to approve the policy as presented.

SECOND: Cathi Zdenek

MOTION: Passed

Heather requested the library to close on March 20, 2025, and September 18, 2025, for staff development. Barbara Beck moved to approve the closure on the requested dates.

SECOND: Tim Keyes

MOTION: Passed

Chris Merrill proposed that Executive Director Heather Barron receive a 10% salary increase, raising her annual compensation to \$110,000 for 2025. Tim Keyes moved to approve the salary for 2025.

SECOND: Ben Rice

MOTION: Passed

#### ADJOURNMENT

With no additional business to discuss, Tim Keyes moved to adjourn the meeting at 5:28 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh  
Administrative Liaison

Cathi Zdenek  
Secretary