



WARSAW COMMUNITY
PUBLIC LIBRARY

310 E Main Street, Warsaw IN 46580

BOARD OF TRUSTEES MEETING AGENDA

February 10, 2025 – 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. Renovation Committee
- H. OLD BUSINESS
- I. NEW BUSINESS
 - 1. Materials Collection Fees Policy
 - 2. Adjust Staff Development Day to August 19
 - 3. Renovation Committee Architect Recommendation
- J. ADJOURNMENT

2-6-25

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
January 13, 2024**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4 PM on Monday, January 13, 2025. 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 January 13, 2025, 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 December 4, 2024. Tim Keyes moved to approve the minutes as presented.

SECOND: Cathi Zdenek

MOTION: Passed

The Board reviewed the minutes from the December 9, 2024 monthly meeting. Cathi Zdenek moved to approve the minutes as presented.

SECOND: Tim Keyes

MOTION: Passed

FINANCIAL REPORT

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

SECOND: Ben Rice

MOTION: Passed

Tim Keyes moved to approve the encumbrances as presented.

SECOND: Ben Rice

MOTION: Passed

DIRECTOR'S REPORT

Executive Director Heather Barron announced that Erin Streeter celebrated her sixth anniversary, Susie Deaton marked her seventeenth year, and Jenny Kruger celebrated her eighth year at WCPL. Abby Rahn began working in Circulation.

The Libraries Serving Communities in Northeast Indiana met with Senator Glick and Representative Abbott for a legislative session.

A new story has been placed in the StoryWalk® at Pike Lake.

One hundred twenty-five individuals utilized the meeting rooms, while one hundred ninety used the study rooms. Nearly eight thousand visitors came to the library, and seventeen people received homebound deliveries.

Programming at Paddock Springs features music and trivia from various decades, along with crafts for the residents.

COMMITTEE REPORTS

Heather reviewed the highlights from the feasibility study. The study is available for public review and on the library's website. Additionally, a paper copy can be viewed at the Reference Desk. The included layouts are potential designs and should not be considered as the final renovation plans.

OLD BUSINESS

There was no old business.

NEW BUSINESS

The meeting dates for 2025 were presented, and Jill Beehler moved to approve them.

SECOND: Tim Keyes

MOTION: Passed

The Board discussed the slate of officers for the 2025 Board of Finance. Chris Merrill was nominated for President, and Ben Rice was nominated for Secretary. Cathi Zdenek moved to approve the proposed slate.

SECOND: Tim Keyes

MOTION: Passed

Tim Keyes, Jen Hicks, and Jill Beehler have been appointed to the Review Committee for 2025. Tim Keyes moved to approve their appointments effective February 1.

SECOND: Barbara Beck

MOTION: Passed

The Board of Trustees elected its officers for 2025 by paper ballot. Cathi Zdenek announced that the following members were unanimously elected: President Chris Merrill, Vice President Tim Keyes, Secretary Cathi Zdenek, and Treasurer Ben Rice.

Ben Rice moved that the Board certify the election results for the 2025 officers.

SECOND: Cathi Zdenek

MOTION: Passed

ADJOURNMENT

With no additional business to discuss, Tim Keyes moved to adjourn the meeting at 4:30 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Administrative Liaison

Cathi Zdenek
Secretary

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF FINANCE MEETING MINUTES
January 13, 2025**

CALL TO ORDER

President Chris Merrill called the annual Board of Finance meeting to order at 4:30 PM on Monday, January 13, 2025. The following members were present: Jen Hicks, Cathi Zdenek, Tim Keyes, Barbara Beck, Jill Beehler, and Ben Rice. Executive Director Heather Barron, Business Manager Renee Sweeny, Administrative Liaison Robin Fosnaugh, and two guests were also in attendance.

NEW BUSINESS

President Chris Merrill and Secretary Ben Rice were elected officers of the 2025 Board of Finance. Cathi Zdenek moved for the Board to certify the election results.

SECOND: Jill Beehler

MOTION: Passed

The 2024 Investments Report was reviewed, and Ben Rice moved to approve the report as presented.

SECOND: Cathi Zdenek

MOTION: Passed

The Investments Policy was reviewed, and Jill Beehler moved to approve the policy as presented.

SECOND: Tim Keyes

MOTION: Passed

ADJOURNMENT

With no additional business to discuss, Cathi Zdenek moved to adjourn the meeting at 4:34 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Administrative Liaison

Ben Rice
Secretary