



WARSAW COMMUNITY  
**PUBLIC LIBRARY**

310 E Main Street, Warsaw IN 46580

BOARD OF TRUSTEES MEETING AGENDA

March 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
  - 1. Materials Collection Fees Policy
- I. NEW BUSINESS
  - 1. Data Retention Policy
- J. ADJOURNMENT

3-5-25

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
February 10, 2025**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4 PM on Monday, February 10, 2025. Members Ben Rice, Barbara Beck, Tim Keyes, Jill Beehler, and Cathi Zdenek attended the meeting. Member Jen Hicks was absent with prior notice. Executive Director Heather Barron, Administrative Liaison Robin Fosnaugh, and three guests were also in attendance.

READING AND APPROVAL OF AGENDA

The agenda for the meeting on February 10, 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 monthly meeting held on January 13, 2025, as well as the Board of Finance meeting. Cathi Zdenek moved to approve the minutes as presented.

SECOND: Ben Rice

MOTION: Passed

FINANCIAL REPORT

Executive Director Heather Barron presented the financial report. The claim register will be included in next month's report, and funds will be invested next month. Ben Rice moved to approve the report as presented.

SECOND: Barbara Beck

MOTION: Passed

DIRECTOR'S REPORT

Three team members celebrated work anniversaries in January: Jim Price, 1 year; Joshua McNeal, 28 years; and Jacob Shriner, 7 years.

Heather discussed Indiana Senate Bill 283, which outlines the governance of libraries. The proposal would eliminate public libraries' status as municipal corporations and shift their governance, financial, and operational responsibilities to county governments on July 1, 2025. Some items the bill might not consider are that libraries are structured through the Indiana Code, elected officials make board appointments, and how libraries have oversight from the State Board of Accounts, the Department of Local Government and Finance, and the Indiana State Library. Additionally, regular audits are conducted, reports are submitted, and public meetings are held. The progress of the bill will be closely monitored.

PBS Michiana has expressed interest in collaborating on the Americans and the Holocaust exhibit, which will be held at WCPL in 2026.

Potential future partnerships include Health First Kosciusko and Kosciusko CARES.

Chair yoga has been added to the event calendar for adults, allowing gentle stretching and mindful breathing.

Heather will review WCPL's feasibility study with the Common Council on February 18 at 7 PM. She also mentioned that Jack Wilhite, the Common Council's President, received a library tour.

WCPL now has a new cloud-based faxing service. This service is more reliable, as over 3,200 faxes were sent last year.

### COMMITTEE REPORTS

One of the main concerns identified in the feasibility study is that the equipment has met or exceeded its average service life. The next step is to hire an architect to create a schematic design. The Renovation Committee has toured other libraries, spoken with library directors, and interviewed Luminaut, leading the committee to recommend them as the architect for this project.

### OLD BUSINESS

There was no old business.

### NEW BUSINESS

Changes to the Materials Collection Fees Policy were reviewed and will be presented for approval at the next meeting.

It was proposed to change the day for staff development from September 18, 2025, to August 19, 2025. This would allow staff to work with a facilitator who wasn't available on the original date. Jill Beehler moved to change the day.

SECOND: Cathi Zdenek

MOTION: Passed

Following the Renovation Committee's recommendation, Tim Keyes moved to hire Luminaut as the architect for the project's schematic design.

SECOND: Cathi Zdenek

MOTION: Passed

ADJOURNMENT

With no additional business to discuss, Tim Keyes moved to adjourn the meeting at 4:18 PM.

SECOND: Ben Rice

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh  
Administrative Liaison

Cathi Zdenek  
Secretary