

WARSAW COMMUNITY PUBLIC LIBRARY
310 East Main Street
Warsaw, IN 46580

LIBRARY DIRECTOR
Ann M. Zydek
June 3, 2009

BOARD OF TRUSTEES' EXECUTIVE SESSION AGENDA
June 8, 2009 – 4:00 P.M.
DIRECTOR'S OFFICE

- A. CALL TO ORDER
- B. IC 5-14-1.5-6.1 (2) (D) The purchase or lease of real property by the governing body up to the time a contract or option to purchase or lease is executed by the parties.
- C. IC.5-14-1.5-6.1 (9) Discussion of Job Performance Evaluation of Individual Employees.
- D. ADJOURNMENT

BOARD OF TRUSTEES' MEETING AGENDA
IMMEDIATELY FOLLOWING EXECUTIVE SESSION
MEETING ROOM C

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. MINUTES OF LAST MEETING BOARD ACTION
- D. TREASURER'S REPORT BOARD ACTION
 - 1. May 2009 Financial Report
 - 2. Claims for June 2009
 - 3. Investments
 - 4. Transfers
 - 5. Other
- E. DIRECTOR'S REPORT
 - 1. Departmental Reports and Statistics for May 2009
 - 2. Staff/Trustee Update
 - 3. Building and Equipment Report
 - 4. Other
- F. COMMITTEE REPORTS
- G. OLD BUSINESS BOARD ACTION
 - 1. Other
- H. NEW BUSINESS BOARD ACTION
 - 1. Other
- I. ADJOURNMENT BOARD ACTION

WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
May 11, 2009

CALL TO ORDER

Board President, Tony Etienne, called the Board of Trustees meeting to order at 4:00 p.m., on Monday, May 11, 2009. Members present: Paulette Sauders, Sandy Carmichael, John Yingling, Ruth Jones and Mark Morrison. Member absent with prior notice: Joel Curry. Also present: Ann M. Zydek, Library Director; Renee Sweeny, Business Manager; Kathy Stutzman, Community Relations Assistant; Susan Stafford, Administrative Assistant; and Jennifer Peryam, Times Union.

READING AND APPROVAL OF MINUTES

The minutes of the April 13, 2009, Board meeting, Public Hearing and Executive Session were reviewed. Ruth Jones moved

THAT the board approve all three sets of minutes.

SECOND: Mark Morrison

MOTION: Carried

TREASURER'S REPORT

Renee Sweeny reviewed the financial statement, claims, and investments. John Yingling moved

THAT the board accept the Treasurer's Report.

SECOND: Sandy Carmichael

MOTION: Carried

DIRECTOR'S REPORT

Ann said, "I believe we will receive our normal distribution at the end of June. We are just waiting to see how much it is. At this point everything looks hopeful that we will see funds coming through in a timely manner. In my report I tried to give you a sense of the direction the areas of interest the State Library has been exploring as they propose a new public library standard." She went on to share the 26 standard areas discussed at the Town Hall Meeting she recently attended at the Nappanee Public Library. She said, "Those attending the meeting were asked to respond to the Indiana State Library by May 1, 2009, with measurable standards for Indiana public libraries for three population groups--Class A: 40,000 and above; Class B: 10,000 to 39,999 which is our group; and Class C: 0 to 9,999 on collections, delivery of interlibrary loans, programming, public access computers, and library hours open."

NEW BUSINESS

Renee has been working very hard to get our new ADP (time clock) system up and running and very patiently training all of us. Ann said, "I want to say thank you Renee for being willing to do this. There's a big learning curve amongst all of us as we have to make that transition. Supervisors are becoming aware of how much Renee had to do to keep up with everyone's schedules."

We will be having a Staff Development Day on Thursday, May 14th. Library Consultant Lissa Krull of “Non Profit Wise” from Milford Indiana will be doing a 2 hour session on how staff members can market the Library. Staff who need them will get 2 LEU's each for attending this session. Ann would like to have other LEU opportunities during Staff Development Days. Our next one will be training for the new automated library system (TLC).

Ann shared that Children's Services is busy getting ready for the Summer Reading Program. The theme this year is “Be Creative At Your Library”. It starts June 8th and goes through July 18th.

Ann is looking over the revised Job Descriptions and will give them to the board hopefully at the June's meeting. As soon as the Indiana State Library has the information from the 2008 Annual Reports posted on their website we will update the non-resident card fees.

ADJOURNMENT

With no further business, at 4:30 p.m. Sandy Carmichael moved

THAT the meeting be adjourned.

SECOND: Paulette Sauders

MOTION: Carried

Respectfully Submitted:

Attested:

Susan Stafford
Administrative Assistant

John Yingling
Secretary