

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

LIBRARY DIRECTOR
Ann M. Zydek
July 8, 2009

BOARD OF TRUSTEES' MEETING AGENDA
July 13, 2009 – 4:00 P.M.
MEETING ROOM A/B

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. MINUTES OF LAST MEETING BOARD ACTION
- D. TREASURER'S REPORT BOARD ACTION
 - 1. June 2009 Financial Report
 - 2. Claims for July 2009
 - 3. Investments
 - 4. Transfers
 - 5. Other
- E. DIRECTOR'S REPORT
 - 1. Departmental Reports and Statistics for June 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. PLAC Policy Change BOARD ACTION
 - 2. Non Resident Fee Card Resolution and Policy BOARD ACTION
 - 3. Other BOARD ACTION
- I. ADJOURNMENT BOARD ACTION

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE SESSION MINUTES
June 8, 2009**

CALL TO ORDER

Tony Etienne, Board President, called the Session to order at 4:00 p.m. on Monday, June 8, 2009. Members present: Joel Curry, Ruth Jones, Mark Morrison John Yingling, Paulette Sauders, and Sandy Carmichael. Also present: Ann M. Zydek, Director. Guest: Mike Arney, Rothberg, Logan and Warsco L.L.P.

To discuss 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.
IC 36-12-3-5. Mike Arney left the meeting at 4:10 p.m.

The discussion of job performance evaluation of individual employees. IC 5-14-1.5-6.1

ADJOURNMENT

Tony Etienne adjourned the meeting at 4:19 p.m.

Respectfully Submitted:

Attested:

Ann M. Zydek
Director

John Yingling
Secretary

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
June 8, 2009**

CALL TO ORDER

Board President, Tony Etienne, called the Board of Trustees meeting to order at 4:20 p.m., on Monday, June 8, 2009. Members present: Paulette Sauders, Sandy Carmichael, John Yingling, Ruth Jones, Joel Curry and Mark Morrison. Also present: Ann M. Zydek, Library Director; Renee Sweeny, Business Manager; Joni Brookins, Assistant Director; and Kathy Stutzman, Community Relations Assistant.

READING AND APPROVAL OF MINUTES

The minutes of the May 11, 2009, Board meeting were reviewed. Mark Morrison moved

THAT the board approve the May 11th minutes.

SECOND: Joel Curry

MOTION: Carried

TREASURER'S REPORT

Renee Sweeny reviewed the financial statement, claims, and investments. We received a \$500 donation from Kohl's for the gift fund. The bond payment was made to Lake City Bank. The dates for the budget process are as follows: July 13th approve the budget for publication; August 31st Public Hearing and September 14th adopt the budget. Joel Curry moved

THAT the board accept the Treasurer's Report.

SECOND: Paulette Sauders

MOTION: Carried

DIRECTOR'S REPORT

Ann shared that at the County Council meeting they approved the Library Capital Projects Funds at the same amount as 2009, \$172,035.00.

She will add a little bit more into the operating fund. There are a couple of things we need for the library. One item is a centralized copier that would be located somewhere near the Circulation Desk. Each department would have their own code to make it easier to keep an accurate count of how much each department is using it.

At our last Staff Development Day Margaret Fritzel (Programming) was presented with a Bee Lapel pin for her special outreach efforts that she has done for the library over the years.

The Computer Department has a new name; it is now called Information Technology. Eric Kimes has been moved to the IT department and his Job title has been changed to Creative Designer. The IT department with assistance from Missy Kelley and Laurie Voss, the supervisors in our Technical Services department, and with input from department heads are looking into lightening up our website and working more with Blogs.

We still have a few positions to fill. Once Renee checked to make sure we had the funds for another full time position. The 20 hour Programming position was offered to the part time person in Children's Service making them full time. We still have the 20 hour Adult Programming position available.

Ann shared some of the changes made to the Auburn area and their library. She recently attended the Library Serving Communities (LSC) consortium meeting in Auburn. At that meeting she told the group that she would join LSC as an individual who happens to be a library director.

Summer Reading Program started today and will run through July 18th. There will be another food drive during Typical Week for CCS (Combined Community Services). They would like to have non-perishable food items that are family and kid friendly. The kick off will be the June 19th booksale.

NEW BUSINESS

The Public Works & Purchases Policy was reviewed. Ruth Jones moved

THAT the Public Works & Purchases policy be approved.

SECOND: Mark Morrison

MOTION: Carried

OLD BUSINESS

Ruth said, "The board would like to thank Ann for all the work that she does to make the Warsaw Community Public Library a quality library. Even with less hours and less money you still seem to be moving forward. She always has her eye on what we could do better. And also realizing that part of the reason Ann does such a good job is because she has chosen a really good staff who again with less money and less hours and we did note that you still checked out 4000 more books last month than we had a year ago. So we are very happy with the direction the library is going."

Renee asked, "Is there a possibility that we could, with the exception of the fliers that Eric creates, email you the board packets?" The board agreed that it was a great idea. We will try to send the packets to them via email by the Thursday before the board meeting.

ADJOURNMENT

With no further business, at 5:05 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