

**BOARD OF TRUSTEES' EXECUTIVE SESSION AGENDA**

**August 10, 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. ADJOURNMENT

**BOARD OF TRUSTEES' MEETING AGENDA  
IMMEDIATELY FOLLOWING EXECUTIVE SESSION  
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. July 2009 Financial Report
  - 2. Claims for August 2009
  - 3. Investments
  - 4. Transfers
  - 5. Other
- E. DIRECTOR'S REPORT
  - 1. Departmental Reports and Statistics for July 2009
  - 2. Staff/Trustee Update
  - 3. Building and Equipment Report
  - 4. Other
- F. COMMITTEE REPORTS
- G. OLD BUSINESS
  - 1. Other BOARD ACTION
- H. NEW BUSINESS
  - 1. Notice to Taxpayers of 2010 Budget Estimates and Tax Levies BOARD ACTION
  - 2. 2010 Library Budget Estimate BOARD ACTION
  - 3. Resolution to Reduce Current Budgets BOARD ACTION
  - 4. Resolution to Join Public Library Internet Consortium BOARD ACTION
  - 5. Property Acquisition BOARD ACTION
  - 6. Other BOARD ACTION
- I. ADJOURNMENT BOARD ACTION

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
July 13, 2009**

CALL TO ORDER

The Board of Trustees meeting was called to order by Board President, Tony Etienne, at 4:00 p.m. on Monday, July 13, 2009. Members present: John Yingling, Joel Curry, Sandy Carmichael, Paulette Sauders and Ruth Jones. Member absent without prior notice: Mark Morrison. Also present; Ann M. Zydek, Library Director; Renee Sweeny, Business Manager; Joni Brookins, Assistant Director; Susan Stafford, Administrative Assistant; and Jennifer Peryam, Times Union.

READING AND APPROVAL OF MINUTES

The minutes of the June 8, 2009 Executive session and Board meeting were reviewed. Paulette Sauders moved

THAT both sets of minutes be approved.

SECOND: Sandy Carmichael

MOTION: Carried

TREASURER'S REPORT

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

THAT the board accept the Treasurers Report.

SECOND: Ruth Jones

MOTION: Carried

The dates for the 2010 budget process have changed since the last meeting. The new dates are as follows: August 10<sup>th</sup> approve the budget for publication, August 31<sup>st</sup> Public Hearing, and September 14<sup>th</sup> adopt the budget.

DIRECTOR'S REPORT

Ann said, "I included in my Director's report a little bit of highlighting so you could actually go to the same documents that I was looking at and to see some of the handouts I'm getting from the State Library. I thought it was interesting that last year the growth quotient was 4% we have been told that it's 3.8% this year." We chose the last full week of June as our typical week because that was around the time we did it last year. The full report on all the stats will be in August's monthly reports. The statistics show there were over 17,000 more items circulated in 2009 compared to 1999. Ann said, "Comparing the end of June of last year to the end of June 2009 there was close to a 4% increase overall."

NEW BUSINESS

Ann recommended to the board that the library be closed for two days, August 31<sup>st</sup> and September 1<sup>st</sup> for training and the switch to TLC. This would be considered our Fall Staff Development. Ann shared that she and a few other staff members were able to attend the ALA exhibits in Chicago and talked with some representatives from TLC. “We got to see what’s coming up and we already know what we would like to add as soon as they get it out of beta testing”. Ruth Jones moved

THAT: the board allow the library to close August 31<sup>st</sup> and September 1<sup>st</sup>.

SECOND: Joel Curry

MOTION: Carried

Ann shared the changes made to the PLAC policy. Ruth Jones moved

THAT: the board approve the changes made to the PLAC policy.

SECOND: Paulette Sauders

MOTION: Carried

Ann presented the Resolution to Establish new Non-Resident fees. John Yingling moved

THAT: the board approve the Resolution to Establish new Non-Resident fees.

SECOND: Paulette Sauders

MOTION: Carried

Ann and Renee are looking at certification trying to fit it into our current job descriptions.

ADJOURNMENT

With no further business, at 4:35 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