

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

LIBRARY DIRECTOR
Ann M. Zydek
September 10, 2009

**BOARD OF TRUSTEES EXECUTIVE SESSION
SEPTEMBER 14, 2009, 4:00 P.M.
DIRECTORS OFFICE**

A. CALL TO ORDER

B. IC 36-12-3-5 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 THE 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

1. August 2009 Financial Report
2. Claims for September 2009
3. Investments
4. Transfers
5. Other

BOARD ACTION

E. DIRECTOR'S REPORT

1. Departmental Reports and Statistics for August 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. Adoption of the 2010 Budgets
2. Property Acquisition
3. Library Card Issuance Policy Change
4. Other

BOARD ACTION

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I. ADJOURNMENT

BOARD ACTION

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
EXECUTIVE SESSION
August 10, 2009**

CALL TO ORDER

Tony Etienne, Board President, called the Session to order at 4:00 p.m. on Monday, August 10, 2009. Members present: Joel Curry, John Yingling, Paulette Sauders, Ruth Jones, Mark Morrison, and Sandy Carmichael. Also present: Ann M. Zydek, Director.

PURPOSE

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

ADJOURNMENT

Tony Etienne adjourned the meeting at 4:08 p.m.

Respectfully Submitted:

Attested:

Ann M. Zydek
Director

John Yingling
Secretary

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
August 10, 2009**

CALL TO ORDER

The Board of Trustees meeting was called to order by Board President, Tony Etienne, at 4:10 p.m. on Monday, August 10, 2009. Members present: Joel Curry, John Yingling, Paulette Sauders, Ruth Jones, Mark Morrison, and Sandy Carmichael. Also present: Ann M. Zydek, Director; Joni Brookins, Assistant Director; Renee Sweeny, Business Manager; Kathy Stutzman, Community Relations Assistant; Harper Apted, Network Manager; and Susan Stafford, Administrative Assistant.

READING AND APPROVAL OF MINUTES

The minutes of the July 13, 2009 Board Meeting were reviewed. Paulette Sauders moved

THAT the minutes be accepted as written.

SECOND: Mark Morrison

MOTION: Carried

TREASURER'S REPORT

Renee Sweeny reviewed the financial statement, claims, transfers and investments. Ruth Jones moved

THAT the board approve the Treasurers Report.

SECOND: Sandy Carmichael

MOTION: Carried

DIRECTOR'S REPORT

Ann went over her monthly report. This summer, during the Summer Reading Program, she was able to get a little more involved with programming. She also briefly went over monthly statistics as well as the statistics from our most recent Typical Week.

Updating everyone on the budget process she shared that she and Renee had their one on one meeting with our field rep from DLGF. Last year we were looking at 4% growth quotient this year 3.8% so the growth quotient has gone down. We still don't know what the county growth quotient is. The proposed budget increase change from 2009 to 2010 is recommended at 3%.

Ann said, "I am going to try and meet with all the library directors in our county and find out what are some possible ways that we can collaborate. One of them would be Reciprocal Borrowing." Joni gave a brief description on how Reciprocal Borrowing works and how it could benefit our county.

Kathy shared some of the things she has been working on. She has created a scrap blog on the Children's Page of our website.

Sandy Carmichael said, "I appreciate all of your efforts. All of you do so many, many things but that was really fun to look at."

NEW BUSINESS

Renee presented for the boards approval the Notice to Taxpayers of the 2010 Budget Estimates and Tax Levies, the Resolution to Reduce the Library's current budgets, the Library Capital Projects Fund and approve the budget for publication. The Public Hearing for the 2010 Budgets will be August 31st at 4:00 in meeting room A/B. The budget will be adopted at our September board meeting. Ruth Jones moved

THAT the Board approve the Notice to Taxpayers, the 2010 Budget Estimates and Tax Levies, the Resolution to Reduce the Library's current budgets, the Library Capital Projects Fund and publication of the budget as presented.

SECOND: Mark Morrison

MOTION: Carried

Ann presented a Resolution to join the Public Library Internet Consortium. Joel Curry moved

THAT the Board adopt the Resolution to Join the Public Library Internet Consortium.

SECOND: Sandy Carmichael

MOTION: Carried

Ann shared that the "Get On Board" hosted by the Kosciusko County Community Foundation will be on September 9th at Rodeheaver Auditorium in Winona Lake from 3:30 to 6:30.

Joni said, "I just wanted to let everyone know we are still moving forward on time with our TLC move. We are still on board to go live on September 2nd."

Harper Apted gave a brief update on our new print management system and invited the board to come to the Circulation Desk for a demonstration after the board meeting.

ADJOURNMENT

With no further business, at 5:00 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

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES BUDGET HEARING MINUTES
August 31, 2009**

CALL TO ORDER

The Board of Trustees Budget Hearing was called to order by Board President, Tony Etienne, at 4:00 p.m. on Monday, August 31, 2009. Members present: Joel Curry, Mark Morrison, Ruth Jones, Sandy Carmichael, and John Yingling. Member absent with prior notice: Paulette Sauders. Also present: Ann Zydek, Library Director; Renee Sweeny, Business Manager; Kathy Stutzman, Community Relations Assistant; Susan Stafford, Administrative Assistant; and Jennifer Peryam Times Union.

PUBLIC HEARING FOR THE 2010 BUDGET

No comments were made or questions raised concerning the 2010 budget.

ADJOURNMENT

With no further business at 4:10 p.m. Ruth Jones moved

THAT the meeting be adjourned.

SECOND: Sandy Carmichael

MOTION: Carried

Respectfully Submitted:

Attested:

Susan Stafford
Administrative Assistant

Ruth Jones
Treasurer

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
EXECUTIVE SESSION**

August 31, 2009

CALL TO ORDER

Tony Etienne, Board President, called the Session to order at 4:12 p.m. on Monday, August 31, 2009. Members present: Mark Morrison, John Yingling, Ruth Jones, Paulette Sauders, Sandy Carmichael, and Joel Curry. Also present Ann M. Zydek, Library Director.

PURPOSE

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

ADJOURNMENT

Tony Etienne adjourned the meeting at 4:24 p.m.

Respectfully Submitted:

Attested:

Ann M. Zydek
Library Director

John Yingling
Secretary

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
August 31 2009**

CALL TO ORDER

Board President, Tony Etienne, called the Board of Trustees meeting to order at 4:25 p.m. on Monday, August 31, 2009. Members present: Joel Curry, John Yingling, Paulette Sauders, Ruth Jones, Mark Morrison, and Sandy Carmichael. Also present: Ann M. Zydek, Director; Renee Sweeny, Business Manager; Kathy Stutzman, Community Relations Assistant; Susan Stafford, Administrative Assistant; and Jennifer Peryam, Time Union.

NEW BUSINESS

Ann said, "To summarize we have been working very hard on creating a budget for us. If you have had a chance to look over all the paper work, I wanted to give you a report of what happened at the County Council meeting. They approved our budget with a non-binding recommendation that we consider staying at 2009 budget levels. As of July 24th the final stage for adjusting minimum wage has taken place. The last time we did an adjustment for minimum wage we did it retroactively at the end of the year. I wanted you to know that I was going to do that again this year. I was going to ask for retroactive back to July 24th based on funds that are available at the end of the year."

Ann shared the new Staff Classification for both Certified and Non-Certified staff members. She also went over the new 2010 Starting Wage/Salary to Maximum Wage/Salary Table. The Vacation Leave was also impacted by the new Staff Classification. There are four staff members who still accrue vacation hours every month; everyone else gets their vacation time on December 26th of each year. In order to make things easier for Renee, she and Ann's recommendation was to change everyone to the same plan of receiving their vacation at the beginning of our fiscal year, which is December 26th, becoming affective December 26, 2009. Mark Morrison moved

THAT: the Board accept the proposed change to the Vacation Leave Policy, the Staff Classifications and the new Wage/Salary Table.

SECOND: Ruth Jones

MOTION: Carried

Renee asked if they wanted to keep the 2010 budget as is or make a change. After some discussion the Board decided to keep the 2010 budget as advertised. They will adopt the budget at the September board meeting.

ADJOURNMENT

With no further business, at 5:35 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