

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

LIBRARY DIRECTOR
Ann M. Zydek
October 7, 2009

**BOARD OF TRUSTEES MEETING AGENDA
OCTOBER 10, 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. September 2009 Financial Report
2. Claims for October 2009
3. Investments
4. Transfers
5. Other

E. DIRECTOR'S REPORT

1. Departmental Reports and Statistics for September 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. Other

BOARD ACTION

I. ADJOURNMENT

BOARD ACTION

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
EXECUTIVE SESSION
September 14, 2009**

CALL TO ORDER

Mark Morrison, Board Vice President, called the Session to order at 4:00 p.m. on Monday, September 14, 2009. Members present: Joel Curry, John Yingling, Ruth Jones, and Sandy Carmichael. Also present: Ann M. Zydek, Director, and Mike Arme of Rothberg, Logan & WARSCO, L.L.P.

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

Mark Morrison adjourned the meeting at 4:15 p.m.

Respectfully Submitted:

Attested:

Ann M. Zydek
Director

John Yingling
Secretary

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
September 14, 2009**

CALL TO ORDER

Board Vice President, Mark Morrison, called the Board of Trustees meeting to order at 4:20 p.m. on Monday, September 14, 2009. Members present: Joel Curry, Sandy Carmichael, Ruth Jones, and John Yingling. Members absent with prior notice: Paulette Sauders, and Tony Etienne. Also present: Ann M. Zydek, Director; Joni Brookins, Assistant Director; Renee Sweeny, Business Manager; Kathy Stutzman, Public Relations Manager; Susan Stafford, Administrative Assistant; and Jennifer Peryam, Times Union. Guest: Mike Arney, Rothberg, Logan, & WARSCO L.L.C.

NEW BUSINESS

Mark Morrison said, "The Board just held an Executive Session to discuss the purchase of certain real property and we want to make a public discussion of the approval to pass the resolution approving the execution of the agreement to purchase Windy's Service Inc." Ruth Jones moved

THAT: the Board sign this resolution, with the changes, to purchase the property that either the Board President, Vice President or the Library Director can execute all the changes.

SECOND: Joel Curry

MOTION: Carried

Renee presented a resolution to adopt all four 2010 budgets as published, sign the Budget Submission Letter, and Certificate. John Yingling moved

THAT: the Board adopt all four 2010 budgets as published, sign the Budget Submission letter, and the Certificate.

SECOND: Ruth Jones

MOTION: Carried

READING AND APPROVAL OF MINUTES

The minutes of the August 10, 2009 Executive Session, regular Board Meeting and the August 31, 2009 Budget Hearing, Executive Session and regular Board Meeting were reviewed. Joel Curry moved

THAT: the minutes be accepted as written.

SECOND: Sandy Carmichael

MOTION: Carried

DIRECTOR'S REPORT

Ann shared some of her monthly report. We have switched to a new automated system. We went live on September 2nd. There are still a few changes taking place. One of the changes caused by the new system is resident cards are now valid for 1 year and must be renewed annually.

TREASURER'S REPORT

Renee Sweeny reviewed the financial statement, claims, investments, and transfers. Joel Curry moved

THAT: the board accept the treasurers report.

SECOND: Sandy Carmichael

MOTION: Carried

NEW BUSINESS

Ann presented the changes made to the Library Card Issuance Policy. Ruth Jones moved

THAT the Board approve the changes made to the Library Card Issuance Policy as presented.

SECOND: John Yingling

MOTION: Carried

As of July 24th the final stage for adjusting minimum wage has taken place. Renee has checked and the funds are there to do the salary adjustment for minimum wage. Mark Morrison said, "Basically what we are doing is adjusting the salaries based upon the Federal July 24th date and the mandate from the state to re-categorize our pay scales." Ruth Jones moved

THAT: the board approve the new pay scales and job classifications that have been proposed by the Library staff to bring us into compliance with the state and federal mandates

SECOND: Sandy Carmichael

MOTION: Carried

Since the library's HVAC company has gone out of business Rick Ellsworth (Facility Manager) has begun the search for a new one.

ADJOURNMENT

With no further business, at 5:05 p.m. Ruth Jones moved

THAT: the meeting be adjourned.

SECOND: John Yingling

MOTION: Carried

Respectfully Submitted:

Attested:

Susan Stafford
Administrative Assistant

John Yingling
Secretary