

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

LIBRARY DIRECTOR
Ann M. Zydek
December 9, 2009

**BOARD OF TRUSTEES' EXECUTIVE SESSION AGENDA
December 14, 2009 – 4:00 P.M.
DIRECTOR'S 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 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. November 2009 Financial Report
 - 2. Claims for December 2009
 - 3. Investments
 - 4. Transfers
 - 5. Other
- E. DIRECTOR'S REPORT
 - 1. Departmental Reports and Statistics for November 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
 - 1. 2010 Slate of Board Officers BOARD ACTION
 - 2. Humidification Project BOARD ACTION
 - 3. Library Board By-Laws Review BOARD ACTION
 - 4. Other BOARD ACTION
- I. ADJOURNMENT BOARD ACTION

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES PUBLIC HEARING FOR THE
INTERNET ACCEPTABLE USE POLICY REVIEW
NOVEMBER 9, 2009**

CALL TO ORDER

Board Vice President, Mark Morrison, called the Board of Trustees Public Hearing to order at 4:00 p.m. on Monday, November 9, 2009. Members present: Joel Curry, John Yingling, Paulette Sauders, and Sandy Carmichael. Members absent with prior notice: Ruth Jones, and Tony Etienne. Also present: Ann M. Zydek, Library Director; Renee Sweeny, Business Manager; Joni Brookins, Assistant Director; Kathy Stutzman, Public Relations Manager; Susan Stafford, Administrative Assistant, and Jennifer Peryam, Times Union.

PUBLIC HEARING TO REVIEW THE WCPL INTERNET ACCEPTABLE USE POLICY

Joni Brookins shared the updates and few minor changes made to the policy. No further questions were raised concerning the Internet Acceptable Use Policy.

ADJOURNMENT

With no further business, at 4:07 p.m. John Yingling moved

THAT the Public Hearing be adjourned.

SECOND: Paulette Sauders

MOTION: Carried

Respectfully Submitted:

Attested:

Susan Stafford
Administrative Assistant

John Yingling
Secretary

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
November 9, 2009**

CALL TO ORDER

Board Vice President Mark Morrison called the Board of Trustees meeting to order, at 4:07 p.m. on Monday, November 9, 2009. Members present John Yingling, Joel Curry, Paulette Sauders, and Sandy Carmichael. Members absent with prior notice, Tony Etienne and Ruth Jones. Also present Ann M. Zydek, Director; Renee Sweeny, Business Manager; Joni Brookins, Assistant Director; Kathy Stutzman, Public Relations Manager; Susan Stafford, Administrative Assistant; and Jennifer Peryam, Times Union.

READING AND APPROVAL OF MINUTES

The minutes of the October 12, 2009 board meeting were reviewed. Joel Curry moved

THAT the minutes be approved as written.

SECOND: Paulette Sauders

MOTION: Carried

TREASURER'S REPORT

Renee Sweeny reviewed the financial statement, claims, and investments. Sandy Carmichael moved

THAT the Board accept the Treasurer's Report.

SECOND: John Yingling

MOTION: Carried

DIRECTOR'S REPORT

Ann said, "If you check out the statistics from the October Typical Week you will see that we have been busy in the last months we are getting closer to an average of 80 people visiting the library per hour. If you also look at TLC's report you will see that Joni has been exploring which reports, that are available to us, would best meet the need that you have for understanding what's happening with holds, check-ins and checkouts... so look over what you have here and see what you think."

Mike Arney does have a copy of the Environmental Assessment for the property we are looking into purchasing. And the board was given a copy of the most recent architectural drawings of what the property will be used for.

She and Rick met with an engineer from a company that has done humidification systems for the Allen County Public Library and they have also worked with the coliseum in Fort Wayne. Ann said, "Rick has discovered that this project is a little more involved than he first thought. What we are sensing is that there's a lot of big questions that are out there and I would like to have permission for Rick and I to have an outside consultant to come in and look over the bids when they come in about mid month. To be able to have an expert in engineering who he and his staff have experienced putting in humidification systems around Fort Wayne."

Because the ILF District meeting was so close (Fort Wayne) several staff members were able to attend and those that needed them also were able to earn LEU's.

COMMITTEE REPORTS

Joni said, "The old ILS Committee has now reformulated themselves to the "Lets Update Our Website Committee". We have a plan to redo our website and to have something in place by the middle of next year. We are looking at an open source contact management system, something like Modex."

NEW BUSINESS

Ann briefly went over the new Data Retention Policy and presented it for the boards approval. Joel Curry moved

THAT: The board approve the Data Retention Policy.

SECOND: Paulette Sauders MOTION: Carried

Joni presented the Internet Acceptable Use Policy which was discussed at the 4:00 Public Hearing. John Yingling moved

THAT: The board accept the Internet Acceptable Use Policy with the changes that were stipulated earlier.

SECOND: Paulette Sauders MOTION: Carried

Ann presented the minor changes made to the Library Card Issuance Policy. Paulette Sauders moved.

THAT: The board accept the changes made to the Library Card Issuance Policy.

SECOND: Sandy Carmichael MOTION: Carried

The 2010 Staff Development Days were presented for the board's approval. All Thursdays, January 28th, May 13th, and September 23rd. Joel Curry moved

THAT: The board approve the 2010 Staff Development Days.

SECOND: Sandy Carmichael MOTION: Carried

Renee presented a One Time Salary Adjustment for either of these options one week, a week and a half, or two weeks after some discussion Paulette Sauders moved

THAT: The board approve a two week One Time Salary Adjustment.

SECOND: John Yingling MOTION: Carried

Sandy Carmichael will do a thank you letter for staff for Renee to include with the One Time Salary Adjustment checks.

Ann shared that in lieu of a Christmas party staff is collecting supplies for the Beaman Home for battered women.

ADJOURNMENT

With no further business, at 4:45 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