

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

LIBRARY DIRECTOR  
Ann M. Zydek  
February 2, 2010

**BOARD OF TRUSTEES EXECUTIVE SESSION AGENDA**  
**February 8, 2010 - 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**  
**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 BOARD ACTION
  - 1. January 2010 Financial Report
  - 2. Claims for February 2010
  - 3. Investments
  - 4. Budget Transfers
  - 5. Other
- E. DIRECTOR'S REPORT BOARD ACTION
  - 1. Departmental Reports and Statistics for January 2010
  - 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. Policy Update(s) BOARD ACTION
  - 2. Library Board By-Laws BOARD ACTION
  - 3. Other BOARD ACTION
- I. ADJOURNMENT BOARD ACTION

**BOARD GOALS RETREAT**  
**IMMEDIATELY FOLLOWING THE BOARD MEETING**  
**MEETING ROOM A/B**

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

**January 11, 2010**

CALL TO ORDER

Tony Etienne, Board President, called the Session to order at 4:00 p.m. on Monday, January 11, 2010. Members present: Mark Morrison, John Yingling, Ruth Jones, Paulette Sauders, Sandy Carmichael, and Joel Curry. Also present Ann M. Zydek, Library Director and Mike Arme, 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

Tony Etienne adjourned the meeting at 4:35 p.m.

Respectfully Submitted:

Attested:

Ann M. Zydek  
Library Director

John Yingling  
Secretary

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
January 11, 2010**

CALL TO ORDER

Board President, Tony Etienne, called the Board of Trustees meeting to order at 4:36 p.m., on Monday, January 11, 2010. Members present: Paulette Sauders, Joel Curry, Sandy Carmichael, Ruth Jones, John Yingling, and Mark Morrison. 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 December 9, 2009 Executive Session and regular Board meeting were reviewed. Joel Curry moved

THAT the minutes of both meetings be accepted as presented.

SECOND: Ruth Jones

MOTION: Carried

TREASURER'S REPORT

Renee Sweeny reviewed the financial statement, transfers, investments, claims, and encumbrances. She presented three resolutions to encumber in the Library Operating Fund a total of \$127,142, the Library Improvement Reserve Fund, \$120,000, and the Library Capital Projects Fund, \$58,994. Ruth Jones moved

THAT: the Board accept the Treasurers report and the resolutions for the encumbrances as presented.

SECOND: Mark Morrison

MOTION: Carried

DIRECTOR'S REPORT

Ann encouraged the board to look over the departmental reports and goals and the goals review at a glance she created in preparation for the February Board retreat.

At the time of renewal for the library's insurance the carrier requested we have a policy covering sexual harassment. Ann shared the overall guidelines for this type of policy she got from the U.S Department of Health and Human Services website. Most of the guidelines she has found are for Religious institutions so Mark Morrison suggested looking for insurance that is more for libraries. She will continue to investigate (she still has some questions) and should have a new policy to present for the board's approval at a meeting in the future.

## OLD BUSINESS

Joel Curry shared that Mike Arme, Ann Zydek, and Tony Etienne negotiate some further concerns in the purchase agreement relating to an environmental report.

## NEW BUSINESS

The 2010 Board of Trustees Officers were presented for election as follows: Tony Etienne, President; Mark Morrison, Vice President; John Yingling, Secretary; Ruth Jones, Treasurer; and Sandy Carmichael, Assistant Secretary/Treasurer. Mark Morrison moved

THAT the election of 2010 Officers be approved as presented

SECOND: Paulette Sauders                      MOTION: Carried

Tony presented a 2010 Board of Finance slate of officers. The slate is as follows: Ruth Jones, President, and Paulette Sauders, Secretary. John Yingling moved

THAT the board approve the Board of Finance slate of Officers

SECOND: Joel Curry                                      MOTION: Carried

The election of these officers will take place at the Annual Board of Finance Meeting immediately following the Board Meeting.

The Boards Goals Retreat will be immediately following the February 8<sup>th</sup> Board meeting. Sandy Carmichael asked that we have copies of the goals and what we work on at the Staff Development for the retreat.

## ADJOURNMENT

With no further business, at 5:15 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 FINANCE MEETING MINUTES  
January 11, 2010**

CALL TO ORDER

President, Ruth Jones, called the Board of Finance meeting to order at 5:15 p.m., on Monday, January 11, 2010. Members present were, Paulette Sauders, Joel Curry, Sandy Carmichael, Tony Etienne, John Yingling, and Mark Morrison. 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.

NEW BUSINESS

The 2010 Board of Finance officers, Ruth Jones, President and Paulette Sauders Secretary was presented for election. Joel Curry moved

THAT: the 2010 Board of Finance Officers be approved as presented

SECOND: John Yingling                      MOTION: Carried

Renee shared the 2009 Investments Report. Joel Curry moved

THAT: the board accept the 2009 investment report and no changes made to the Investment Policy.

SECOND: Paulette Sauders                      MOTION: Carried

ADJOURNMENT

With no further business, at 5:20 p.m. John Yingling moved

THAT the meeting be adjourned.

SECOND: Joel Curry                              MOTION: Carried

Respectfully Submitted:

Attested:

Susan Stafford  
Administrative Assistant

Ruth Jones  
Secretary