

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

LIBRARY DIRECTOR  
Ann M. Zydek  
March 3, 2010

**BOARD OF TRUSTEES EXECUTIVE SESSION AGENDA**  
**March 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 MEETINGS BOARD ACTION
- D. TREASURER'S REPORT BOARD ACTION
  - 1. February 2010 Financial Report
  - 2. Claims for March 2010
  - 3. Investments
  - 4. Budget Transfers
  - 5. Other
- E. DIRECTOR'S REPORT
  - 1. Departmental Reports and Statistics for February 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 BOARD ACTION
  - 1. Policy Change(s) BOARD ACTION
  - 2. Child Sexual Abuse Prevention Policy BOARD ACTION
  - 3. Other BOARD ACTION
- I. ADJOURNMENT BOARD ACTION

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
EXECUTIVE SESSION MINUTES  
February 8, 2010**

CALL TO ORDER

Tony Etienne, Board President, called the Session to order at 4:00 p.m. on Monday, February 8, 2010. 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 4:12 p.m.

Respectfully Submitted:

Attested:

Ann M. Zydek  
Director

John Yingling  
Secretary

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
February 8, 2010**

CALL TO ORDER

Board President, Tony Etienne at 4:15 p.m., called the Board of Trustees meeting to order on Monday, February 8, 2010. Members present: Paulette Sauders, John Yingling, Sandy Carmichael, Ruth Jones, Joel Curry, and Mark Morrison. Also present: Ann M. Zydek, Director; Joni Brookins, Assistant Director; Renee Sweeny, Business Manager; Kathy Stutzman, Public Relations Manager; Rick Ellsworth, Facility Manager; and Susan Stafford, Administrative Assistant.

READING AND APPROVAL OF MINUTES

The minutes of the January 11, 2010, Executive Session and regular Board meeting were reviewed. Mark Morrison moved

THAT the minutes of the regular Board meeting and the Executive Session be approved as presented.

SECOND: Ruth Jones

MOTION: Carried

NEW BUSINESS

At this point Ann asked Rick Ellsworth to give a report on what's happening with the retro commissioning project. He went over the report with the recommendations made by Jim Kelley from MSKTD. After some discussion Ann said, "Since the Retro-Commissioning proposal came in too late for us to use 2009 Library Capitol Projects Funds and, if the board approves, my recommendation is to proceed using some of the 2010 LCPF earmarked for the carpeting project for the Retro-Commissioning. Mark Morrison moved

THAT: The board approve proceeding with the Retro-Commissioning Proposal 3.1 as presented in the January 25, 2010 and the February 8, 2010 addendum letter from MSKTD. And using some of 2010 LCPF as stated in the Director's recommendation.

SECOND: John Yingling

MOTION: Carried

TREASURER'S REPORT

Renee said, "We had a 2009 excess COIT distribution check for almost \$236,000. As before it had to go into our Rainy Day Fund bringing it up to \$313,000." She went over the financial statement, claims, and investments, Joel Curry moved

THAT the board accept the Treasurer's report.

SECOND: Sandy Carmichael

MOTION: Carried

DIRECTOR'S REPORT

The State Library is offering a public library trustees training session at the Jennings County Public Library in North Vernon, Indiana. The board has until February 12<sup>th</sup> to register if they are interested.

Ann did a brief overview of the Library's 2009 Annual Report.

## NEW BUSINESS

Ann and Joni Brookins presented the changes made to the Fines and Fees and the Library Conduct, Patron Behavior Policy. The Library Board of Trustees By-Laws were reviewed Ruth Jones moved

THAT the board accept the changes made to the Fines and Fees and the Library Conduct, Patron Behavior Policy and the Library Board of Trustees By-Laws as presented.

SECOND: Mark Morrison

MOTION: Carried

Ann shared what was covered at our January 28<sup>th</sup> Staff Development. She asked Kathy Stutzman to share what she is doing about Patron surveys with programming. Kathy said, "We will be doing a mailing once a week, also every class we have (whether it is adult or children) we pass out surveys. We also have it in the lobby and stationed at each desk. We try to once in the morning and once in the afternoon to go out among the people and make sure they have a copy of it and if they haven't filled it out we encourage them to take a few minutes and do it. We have tried to simplify it where all they have to do is make check marks and on the back they circle their selection. If they would like to be notified they put their name on it and leave it at one of the desks. Since January 2<sup>nd</sup> we have had over 50 responses."

The library theme this year is "Rediscover Your Library".

Ann talked with two library directors at the end of last week about the possibility of Reciprocal Borrowing within the county. Both director's felt that there would be heavy Inter-library borrowing.

## COMMITTEE REPORTS

The Technology Staff Committee met last week. We are looking at a local company to help us with our website. They met with "Vision It Now" located downtown Warsaw.

## 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  
February 8, 2010  
Board of Trustees Goals Retreat Minutes

The Board Goals Retreat was started immediately following the regularly scheduled February 8, 2010 Board Meeting, to discuss the Library's 2011 goals.

Board of Trustees members Tony Etienne, Sandy Carmichael, John Yingling, Paulette Saunders, Mark Morrison, Joel Curry, and Ruth Jones along with Library Director Ann M. Zydek reviewed the "2006-2011 Long-Range Strategic Plan: Staff Development Day Outcomes/Goals Review of January 28, 2010."

The Board of Trustees reaffirmed the 2006-2011 Long-Range Vision Statement for the next five-year strategic plan, "Your Connection to Entertainment, Education, and Information" with the listed priorities below:

- Entertainment: Goals--Current Titles and Commons
- Life-Long Learning\*: Goals--General Information, Current Topics, Life-Long Learning and Formal Learning Support.

\*For the 2011-2015 Long-Range Strategic Plan the Education and Information priorities will be blended into a broader "Life-Long Learning" priority for measurement purposes.

The selected service responses below will be developed into *goals* (outcomes the targeted audiences of the community will receive due to library services), *objectives* (measurements of success), and categorized *activities* (strategies/groupings of specific actions):

- Satisfy Curiosity: Lifelong Learning
  - Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.
- Create Young Readers: Emergent Literacy
  - Preschool children will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.
- Explore Our Community: Community Resources & Services
  - Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.
- Stimulate Imagination: Reading, Viewing & Listening For Pleasure
  - Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options.
- Visit A Comfortable Place: Public & Virtual Spaces
  - Residents will have safe and welcoming physical place(s) to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support social networking.
- Know How To Find, Evaluate, & Use Information: Information Fluency
  - Residents will know when they need information to resolve an issue or answer a question and will have the skills to research for, locate, evaluate, and effectively use information to meet their needs.

The Board is aware that many external forces (e.g., state and local government tax reform, challenging economic times, legislators and taxpayers exploring “leaner” Indiana government units such as libraries and townships, new Indiana public library standards) will continue to impact and restructure staff time, talents, and resources.

There will be two active “Resource” development planning taskforces in 2011. The “*Facility*” Development Taskforce will focus on the retro-commission project final report and health and safety issues. The “*Technology*” Development Taskforce will focus hardware and software solutions to expand “Virtual Library” services (e.g., Web 2.0 applications, 2-way communications, 24-7 reference, “Ask An Expert”).

“*Outreach*” (PR/Marketing/Programming) development has been incorporated into the Public Service Departments with separate targeted audience programming for Children, Young Adults, and Adults; and into the Public Relations and Graphics Designer positions. Public Services librarians oversee “Collections” development. The Director, Assistant Director, Business Manager, Department Heads and their supervisors are responsible for ongoing “*Staff*” development.

Key Goals/Objectives/Actions to Explore in 2011:

- Improve measures of success for gathering community input (e.g., surveys).
- Expand partnerships/connections with educational institutions (e.g., use local instructors for library programs and classes).
- React effectively to trends impacting the library’s role in the community.
- Improve the Internet experience for library visitors (e.g., Add hot links by age group).
- Develop resources for the teen target audience--e.g., full-time certified “Young Adult (YA)” librarian, attractive YA collections, welcoming YA area—furniture, shelves.
- Increase evening access on Wednesday & Thursday until 8:00 p.m.
- Close the Library Capital Projects Fund by the end of 2010 and transfer funds into the Rainy Day Fund. From now on plan for Capital Projects in the Operating Fund with the Library Improve Reserve Fund and the Rainy Day Fund supporting.
- Develop staff skills so able to carry on a reference “conversation” and able to share with patrons “credible” sources of information in the building and electronically (e.g., 24/7 reference service, look for information sponsored by an academic source).
- WCPL librarians need to be seen as “curators of content” and “experts” at organizing “text” and other “data”.
- Beware of “unfunded mandates” and hold off as long as possible adding services that the library is asked to offer without new revenue sources made available (e.g., reciprocal borrowing, services to unserved areas).
- Explore limits to collection development (e.g., lack of shelving or space for more material (i.e., children’s books).
- Explore E-books formats (e.g., Kindle) and other digital trends: Comcast on Demand, iPod and smartphone applications, video streaming, and cloud computing.
- Watch out for the impact on the library as national, state, and local governments and businesses transfer more paper documents and forms to digital.
- Expand, using a content management system, an up-to-date library Internet presence.

- Discover the various formats and digital access in use locally (e.g., Tiger Central feed) and adapt those that will work for library services.
- Make facility energy improvements after investigating the Return on Investment (ROI).
- Explore local policies (e.g., Warsaw Community Schools) and compare to see if there are areas for improvement in library policies (e.g., Youth Protection).
- Work with local educators/instructors to offer activities that help build critical thinking and other skills sets for young people-- e.g., offer a class on “focusing vs. “multi-tasking”.
- Keep on top of the news regarding market values, property tax reform and caps.
- Be innovative—when new electronic formats become available, do not lag behind!
- Explore methods of using the Internet more effectively—find ways to add 2-way digital communications to static 1-way digital library content.

After approximately an hour of discussion on 2011 goals, the retreat ended at 5:45 p.m.

Respectfully Submitted:

Ann M. Zydek  
WCPL Director