

# Warsaw Community Public Library

310 E. MAIN ST., WARSAW, IN 46580

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## BOARD OF TRUSTEES MEETING AGENDA

April 15, 2024 – 4 PM

Meeting Room A/B

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. ADOPTION OF AGENDA
- D. APPROVAL OF MINUTES
- E. FINANCIAL REPORT
- F. DIRECTOR'S REPORT
- G. COMMITTEE REPORTS
  - 1. Renovation Committee
- H. OLD BUSINESS
- I. NEW BUSINESS
- J. ADJOURNMENT

4-11-24

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
March 11, 2024**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4 PM on Monday, March 11, 2024. Members present: Ben Rice, Tim Keyes, Barbara Beck, Jill Beehler, and Cathi Zdenek. Member absent without prior notice: Jen Hicks. Also present: Director Heather Barron, Business Administrator Renee Sweeny, Marketing Administrator Robin Fosnaugh, and InkFree News Journalist Patrick Webb.

READING AND APPROVAL OF AGENDA

The agenda of the March 11, 2024 meeting was reviewed. Jill Beehler moved

THAT the board approves the agenda as presented.

SECOND: Barbara Beck

MOTION: Passed

READING AND APPROVAL OF MINUTES

The minutes of the February 12, 2024 monthly meeting were reviewed. Cathi Zdenek moved

THAT the board approves the minutes as presented.

SECOND: Barbara Beck

MOTION: Passed

The minutes of the February 12, 2024 annual goals retreat were reviewed. Ben Rice moved

THAT the board approves the minutes as presented.

SECOND: Tim Keyes

MOTION: Passed

FINANCIAL REPORT

Renee Sweeny reviewed the financial report, claims, and investments. Cathi Zdenek moved

THAT the board approves the financial report as presented.

SECOND: Tim Keyes

MOTION: Passed

## DIRECTOR'S REPORT

Library Director Heather Barron revealed that the last follow-up meeting with John Yeager covered strategies for implementing the identified action items. One simple change suggested was making the vision statement more accessible.

Blue Note Design in Winona Lake has been chosen to create a new logo for the library. Three design options will be provided, and the project is estimated to take 4-6 weeks. Digital Hill in Goshen was selected to redesign the website. They have designed several library websites. A new library calendar, website, and logo will be finished in August 2024.

The 2023 Indiana Public Library Annual Report was submitted. The number of annual visits was up, and attendance for library programs increased. Collection expenditures increased \$200,000, and as a result, the non-resident fee will be going up later this year.

Heather announced that WCPL was selected as one of 50 libraries across the nation to host the American Library Association Americans and the Holocaust exhibit. The exhibit will be at WCPL in June/July 2026.

Information for the Parkview Employee Assistance Program (EAP) was shared. The plan is a cost-effective way to support employee mental health. The annual \$1,900 premium includes all staff for eight sessions of mental health/financial counselling per year and also includes every member of their household. Heather explained there has been a lot of change with the transition of a new library director, and now implementing changes. Ben shared New Avenues could be another option. After discussion, it was decided that Heather would check into New Avenues EPA, and if anything set them apart, she would pause. If not, she would continue with the Parkview EPA.

## COMMITTEE REPORTS

There were no committee reports.

## OLD BUSINESS

There was no old business.

## NEW BUSINESS

Heather requested the library close for staff development on October 24, 2024. Ben Rice moved

THAT the board approves closing the library on October 24, 2024 for staff development.

SECOND: Jill Beehler

MOTION: Passed

Due to the upcoming eclipse coinciding with the next board meeting, it has been recommended that the meeting be rescheduled to April 15, 2024, at 4 PM. Cathi Zdenek moved

THAT the board reschedules the next meeting to April 15, 2024 at 4 PM.

SECOND: Barbara Beck

MOTION: Passed

Referring to the previous discussion regarding the Parkview EPA, Tim Keys moved

THAT the board approve implementing an employee assistance program chosen with the input of the director after researching the New Avenues EPA.

SECOND: Ben Rice

MOTION: Passed

Chris proposed establishing a renovation committee to evaluate the costs linked to renovating the current library building or exploring the option of moving the library to a new location. Barbara Beck moved

THAT the renovation committee is composed of Tim Keyes, Ben Rice, and Cathi Zdenek.

SECOND: Jill Beehler

MOTION: Passed

#### ADJOURNMENT

With no further business, Tim Keyes moved

THAT the meeting adjourns at 4:33 PM.

SECOND: Cathi Zdenek

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh  
Marketing Administrator

Cathi Zdenek  
Secretary