

Warsaw Community Public Library
310 East Main Street
Warsaw, IN 46580

Library Director
Ann M. Zydek
October 13, 2022

BOARD OF TRUSTEES MEETING AGENDA
October 17, 2022 – 4:00 PM
MEETING ROOM A/B

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. READING AND APPROVAL OF AGENDA BOARD ACTION
- D. MINUTES OF LAST MEETING BOARD ACTION
- E. TREASURER’S REPORT BOARD ACTION
 - 1. September 2022 Financial Report
 - 2. Claims for October 2022
 - 3. Investments
 - 4. Other
- F. DIRECTOR’S REPORT
 - 1. Departmental Reports and Statistics for September 2022
 - 2. Staff/Trustee Update
 - 3. Building/Equipment Report
 - 4. Other
- G. COMMITTEE REPORTS
- H. OLD BUSINESS
- I. NEW BUSINESS
 - 1. Adoption of 2023 Budgets BOARD ACTION
 - 2. Library Volunteer Policy BOARD ACTION
- J. ADJOURNMENT BOARD ACTION

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES BUDGET HEARING MINUTES
September 12, 2022**

CALL TO ORDER

President Chris Merrill called the 2023 Budget Hearing to order at 4:00 PM on Monday, September 12, 2022. Members present: Cathi Zdenek, Ben Rice, Barbara Beck, Jen Hicks, and Jill Beehler. Member absent without prior notice: Tim Keyes. Also present: Director Ann Zydek, Business Manager Renee Sweeny, and Marketing Administrator Robin Fosnaugh.

PUBLIC HEARING FOR THE 2023 BUDGET

There were no comments or questions from the public concerning the 2023 budgets.

ADJOURNMENT

With no further business at 4:07 PM Jill Beehler moved

THAT the meeting adjourn.

SECOND: Cathi Zdenek

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Marketing Administrator

Jill Beehler
Secretary

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
September 12, 2022**

CALL TO ORDER

President Chris Merrill called the meeting to order after the public hearing at 4:07 PM on Monday, September 12, 2022. Members present: Ben Rice, Jen Hicks, Barbara Beck, Tim Keyes, Jill Beehler and Cathi Zdenek. Also present: Director Ann Zydek, Business Manager Renee Sweeny, and Marketing Administrator Robin Fosnaugh.

READING AND APPROVAL OF AGENDA

The agenda of the September 12, 2022 meeting was reviewed. Cathi Zdenek moved

THAT the board approves the agenda as presented.

SECOND: Barbara Beck

MOTION: Passed

READING AND APPROVAL OF MINUTES

The minutes of the August 8, 2022 monthly meeting was reviewed. Ben Rice moved

THAT the board approves the minutes as presented.

SECOND: Barbara Beck

MOTION: Passed

TREASURER'S REPORT

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

THAT the board approves the treasurer's report as presented.

SECOND: Ben Rice

MOTION: Passed

DIRECTOR'S REPORT

Library Director Ann Zydek approved Automatic Door Controls to replace the two bifold front entrance doors for \$20,500. The delivery time for the doors is the beginning of December.

The LULA and Otis elevators are currently not operating. A few patrons have expressed disappointment.

The ARPA Sub-Grant Final Report was completed and returned to the Indiana State Library. The library spent \$23,082 to grow the OverDrive electronic collection, adding 488 items.

A three-year test was conducted on the fire protection system in late July, and passed. A ten-year test on the dry sprinkler system will be conducted in September.

Assistant Director Joni Brookins turned in her last monthly report. Ann thanked Joni for her contributions through the years and wished her well in her retirement.

James Janda, The Birdhouse Magician, set up a display of his handmade birdhouses in Children's Services.

Tim Keyes asked "Didn't we recently have elevator parts or repairs, installed or done, and are these parts any of the ones done then?" Ann shared we were waiting to see if it was part of that unit, and if so, we should receive a discount.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

There was no old business.

NEW BUSINESS

A Resolution for Director Signature Stamp Usage was presented. The resolution allows Dana Owen to act on behalf of Library Director Ann Zydek, and use the signature stamp in her absence. Tim Keyes moved

THAT the Board approves the resolution as presented.

SECOND: Barbara Beck

MOTION: Passed

A Resolution for Corporation or Unincorporated Association was presented. Renee explained the resolution was a current list of employees who will have access to the library safe deposit box at Lake City Bank. Tim Keyes moved

THAT the Board approves the resolution as presented.

SECOND: Cathi Zdenek

MOTION: Passed

ADJOURNMENT

With no further business, Tim Keyes moved

THAT the meeting is adjourned at 4:23 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Marketing Administrator

Jill Beehler
Secretary