

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

LIBRARY DIRECTOR
Ann M. Zydek
November 9, 2022

**BOARD OF TRUSTEES PUBLIC HEARING AGENDA
NOVEMBER 14, 2022, 4:00 P.M.
MEETING ROOM A/B**

- A. CALL TO ORDER
- B. IC 36-12-1-12 (e) PUBLIC HEARING TO REVIEW THE WARSAW COMMUNITY PUBLIC LIBRARY
COMPUTER USAGE & INTERNET ACCEPTABLE USE POLICY
- C. ADJOURNMENT

**BOARD OF TRUSTEES' MEETING AGENDA
NOVEMBER 14, 2022, 4:15 P.M.
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. October 2022 Financial Report
 - 2. Claims for November 2022
 - 3. Investments
- F. DIRECTOR'S REPORT
 - 1. Departmental Reports and Statistics for October 2022
 - 2. Staff/Trustee Update
 - 3. Building and Equipment Report
 - 4. Typical Week Stats
- G. COMMITTEE REPORTS
- H. OLD BUSINESS BOARD ACTION
 - 1. Library Volunteer Policy
- I. NEW BUSINESS BOARD ACTION
 - 1. Computer Usage & Internet Acceptable Use Policy
- J. ADJOURNMENT BOARD ACTION

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
October 17, 2022**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:00 PM on Monday, October 17, 2022. Members present: Ben Rice, Jen Hicks, Barbara Beck, Tim Keyes, and Cathi Zdenek. Member absent with prior notice: Jill Beehler. Also present: Director Ann Zydek, Business Manager Renee Sweeny, Marketing Administrator Robin Fosnaugh, and InkFree Journalist Liz Shepherd.

READING AND APPROVAL OF AGENDA

The agenda of the October 17, 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 September 12, 2022 public hearing was reviewed. Ben Rice moved

THAT the board approves the minutes as presented.

SECOND: Tim Keyes

MOTION: Passed

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

THAT the board approves the minutes as presented.

SECOND: Ben Rice

MOTION: Passed

TREASURER'S REPORT

Renee Sweeny reviewed the financial report, claims, and investments. Tim Keyes moved

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

SECOND: Barbara Beck

MOTION: Passed

DIRECTOR'S REPORT

Library Director Ann Zydek reviewed staff certification updates. Based on population, WCPL requires a library director to be at least LC 2 certified. Department heads must be LC 5 certified and a professional assistant is required to be LC 6 certified. In 2023 staff members must spend more than 75% of their time on professional library activities to require certification. Staff members that do not require certification include, clerks, pages, circulation staff, administration office, business office, IT, marketing and public relations.

Field Examiner Jaylen Hull from the Indiana State Board of Accounts arrived for an entrance conference on September 4, for the purpose of conducting a review engagement. An exit interview will be conducted at a later date.

Both elevators are currently working.

The new entrance doors are scheduled to arrive at the end of December.

Tim Keyes inquired how many staff members would be affected with the new certification changes in 2023. Ann shared her understanding was it would make it easier. Tim continued "So there is nobody here that is in compliance now that won't be when it changes?" Ann shared "This is nice, because it goes in the opposite direction." Jen asked if there was a shortage of librarian's state wide. Ann confirmed there is a shortage as more retire. Tim asked if that will change the average wages or offerings the library will have to make to keep and retain people with an MLS. Ann noted a recent report indicated a starting librarian expects \$60,000 plus.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

There was no old business.

NEW BUSINESS

The 2023 budgets were reviewed with \$3,685,000 for the General Fund; \$377,000 for the Rainy Day Fund; and a tax rate of 0.1451. Tim Keyes moved

THAT the board approves the 2023 budgets as presented.

SECOND: Cathi Zdenek

MOTION: Passed

Ann explained she would like to make additional updates to the Library Volunteer Policy before the trustees vote on a revised policy. Tim Keyes moved

THAT the board table the Library Volunteer Policy until the next meeting.

SECOND: Barbara Beck

MOTION: Passed

ADJOURNMENT

With no further business, Jen Hicks moved

THAT the meeting is adjourned at 4:18 PM.

SECOND: Barbara Beck

MOTION: Passed

Respectfully Submitted:

Robin Fosnaugh
Marketing Administrator

Attested:

Barbara Beck
Vice President