

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

LIBRARY DIRECTOR
Ann M. Zydek
June 8, 2022

BOARD OF TRUSTEES EXECUTIVE SESSION AGENDA
June 13, 2022 - 4:00 P.M.
DIRECTORS OFFICE

- A. CALL TO ORDER
- B. IC 5-14-1.5-6.1 (9) Discussion of Job Performance Evaluation of Individual Employees
- C. ADJOURNMENT

BOARD OF TRUSTEES MEETING AGENDA
IMMEDIATELY FOLLOWING THE EXECUTIVE SESSION
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. May 2022 Financial Report
 - 2. Claims for June 2022
 - 3. Investments
 - 4. Other
- F. DIRECTOR'S REPORT
 - 1. Departmental Reports and Statistics for May 2022
 - 2. Staff/Trustee Update
 - 3. Building and Equipment Report
 - 4. Other
- G. COMMITTEE REPORTS
- H. OLD BUSINESS
- I. NEW BUSINESS
- J. ADJOURNMENT BOARD ACTION

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
May 9, 2022**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:00 PM on Monday, May 4, 2022. Members present: Jill Beehler, Ben Rice, Jen Hicks, Tim Keyes, Barbara Beck, and Cathi Zdenek. Also present: Director Ann Zydek, Business Manager Renee Sweeny, Marketing Administrator Robin Fosnaugh, Times-Union Journalist Jackie Gorski, and InkFree Journalist Liz Shepherd.

READING AND APPROVAL OF AGENDA

The agenda of the May 9, 2022 meeting was reviewed. Jill Beehler moved

THAT the board approves the agenda as presented.

SECOND: Cathi Zdenek

MOTION: Passed

READING AND APPROVAL OF MINUTES

The minutes of the April 11, 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 and claims. Renee explained there were no investments, and the money typically invested will be deposited in the checking account. Cathi Zdenek moved

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

SECOND: Ben Rice

MOTION: Passed

DIRECTOR'S REPORT

Director Ann Zydek shared the library closed early April 14 due to a power outage from a wind storm. The fire department responded to a gentleman trapped in the elevator when the power went out. WCPL policies & procedures were reviewed after the incident.

The second ARPA LSTA claim for reimbursement was submitted for the Overdrive e-collection purchases, totaling \$7,200.

National Library Week was celebrated April 3-9. The theme was "Connect with Your Library." Ann thanked the Friends of the Library for providing a staff luncheon on April 5.

Dana McAfee joined the Community Outreach team on April 11, and will work on teen and adult events.

The collection is currently valued at 4.3 million.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Robin Fosnaugh mentioned that job performance evaluation documents were emailed to trustees for the annual evaluation of Library Director Ann Zydek. Completed evaluations are to be sent to Cathi Zdenek a week before the next meeting. Cathi will compile all documents and have an evaluation ready for the executive session scheduled at 4 PM on June 13.

With no further business, Jen Hicks moved

THAT the meeting is adjourned at 4:13 PM.

SECOND: Tim Keyes

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Marketing Administrator

Jill Beehler
Secretary