

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

LIBRARY DIRECTOR
Ann M. Zydek
August 3, 2022

BOARD OF TRUSTEES MEETING AGENDA
August 8, 2022, 4:00 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. July 2022 Financial Report
 - 2. Claims for August 2022
 - 3. Investments
- F. DIRECTOR'S REPORT
 - 1. Departmental Reports and Statistics for July 2022
 - 2. Staff/Trustee Update
 - 3. Building and Equipment Report
- G. COMMITTEE REPORTS
- H. OLD BUSINESS
- I. NEW BUSINESS
 - 1. Resolution to Join Public Library Internet Consortium BOARD ACTION
 - 2. Resolution to Reduce Current Budgets BOARD ACTION
 - 3. Resolution to Transfer Operating Fund to the Rainy Day Fund BOARD ACTION
 - 4. Resident/Non-Resident Library Card Issuance Policy BOARD ACTION
- J. ADJOURNMENT BOARD ACTION

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
July 11, 2022**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:03 PM on Monday, July 11, 2022. Members present: Ben Rice, Jen Hicks, and Barbara Beck. Members absent with prior notice: Jill Beehler and Cathi Zdenek. Member absent without prior notice: Tim Keyes. 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 July 11, 2022 meeting was reviewed. Ben Rice moved

THAT the board approves the agenda as presented.

SECOND: Barbara Beck

MOTION: Passed

READING AND APPROVAL OF MINUTES

The minutes of the June 13, 2022 executive session was reviewed. Barbara Beck moved

THAT the board approves the minutes as presented.

SECOND: Ben Rice

MOTION: Passed

The minutes of the June 13, 2022 monthly meeting was reviewed. Jen Hicks 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. Barbara Beck moved

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

SECOND: Ben Rice

MOTION: Passed

DIRECTOR'S REPORT

Library Director Ann Zydek shared the library was closed June 20 to observe Juneteenth. Due to staff shortages the library also closed at 2 PM, June 23 and reopened June 27 with no evening hours.

The maximum levy growth quotient for next year is 5%. The current year is 4.3%.

Four new staff members were welcomed in June. A full-time position in Circulation was divided into three 15-hour positions. Alisa Bernier, Danielle Sterk, and Noni Voth joined the Circulation team, and Jama Weaver joined Information Services.

Stanley Steamer striped and recoated the terrazzo floor on June 26. Ann shared “Looking outside we’re almost all done with everything. We need to get some wording out there for caution. They have done the restriping and recoating. That was done on June 20.”

Friends of the Library are conducting a Read-a-Thon today. For a \$5 donation a person may ring a Chinese gong.

Ann gave a quick review of goals.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Janitorial proposals from The Cleaning Company and Jack Laurie were submitted. Ann recommended the Jack Laurie proposal. Ann noted “We have been with The Cleaning Company and we really wanted to have two people here doing the cleaning. When I double checked the proposals, they were higher than what we were expecting, and that was due to staff shortage, and products are costing more. Bruce has told me we need five days a week, trying to get close to 40 hours of coverage, and it was getting difficult to really get that in the last eight months. Jack Laurie has presented two people, seeing if they can get to that point.” Ben inquired if the service from the individual leaving the Cleaning Company had been sufficient. Ann reported “For eight months it had become more and more difficult to keep up with it. Part of it I think is the fact for a while, we didn’t have as many people coming into the library, and now we have a return to, and so it was difficult to get the floors cleaned, get everything vacuumed, and so when we redid this everyone understood we really wanted to get enough hours of coverage in here.” Ben Rice moved

THAT Jack Laurie is approved for the library janitorial service.

SECOND: Jen Hicks

MOTION: Passed

Following suit from last year, Chris Merrill suggested Library Director Ann Zydek receive a 2.27% salary adjustment for 2023. The adjustment is based on the average percentage staff will receive for merit. Ann stated “The other thing we are looking at by the time we get to the end of the year is hoping to see if we can’t bring the base up and allow everyone, this plan does not include me, \$2.00, which would bring it up \$14.25 if we can pull this off. So, there is two components to this picture. We’ll have to wait and see how the whole budget process goes.”

Ben felt basing the director's salary on the average staff merit adjustment seemed fair. Ben Rice moved

THAT a 2.27% raise be approved for Library Director Ann Zydek in 2023.

SECOND: Barbara Beck

MOTION: Passed

ADJOURNMENT

With no further business at 5:30 PM, Jen Hicks moved

THAT the meeting be adjourned.

SECOND: Barbara Beck

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Marketing Administrator

Jill Beehler
Secretary