

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

Library Director
Ann M. Zydek
January 4, 2023

BOARD OF TRUSTEES MEETING
January 9, 2023 - 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. December 2022 Financial Report
 - 2. Claims for January 2023
 - 3. Investments
 - 4. 2022 Encumbrances
- F. DIRECTOR'S REPORT
 - 1. Departmental Reports and Statistics for December 2022
 - 2. Staff/Trustee Update
 - 3. Building and Equipment Report
- G. COMMITTEE REPORTS
- H. OLD BUSINESS
- I. NEW BUSINESS
 - 1. 2023 Board Meeting Dates BOARD ACTION
 - 2. Policy Changes BOARD ACTION
 - 3. 2023 Board of Finance Officers Slate BOARD ACTION
 - 4. Election of 2023 Board of Trustees Officers BOARD ACTION
- J. ADJOURNMENT BOARD ACTION

ANNUAL BOARD OF FINANCE MEETING AGENDA
4:30 PM
MEETING ROOM A/B

- A. CALL TO ORDER
- B. OLD BUSINESS
- C. NEW BUSINESS
 - 1. Election of 2023 Board of Finance Officers BOARD ACTION
 - 2. 2022 Investments Report BOARD ACTION
 - 3. Review of the Investments Policy BOARD ACTION
- D. ADJOURNMENT BOARD ACTION

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

CALL TO ORDER

President Chris Merrill called the meeting to order on Monday, December 12, 2022. Members present: Jill Beehler, Jen Hicks, Ben Rice, Tim Keyes, Barbara Beck and Cathi Zdenek. Also present: Director Ann Zydek, Business Administrator Renee Sweeny, Marketing Administrator Robin Fosnaugh, and InkFree News Journalist Liz Shepherd.

READING AND APPROVAL OF AGENDA

The agenda of the December 12, 2022 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 November 14, 2022 Public Hearing for the Internet Acceptable Use Policy was reviewed. Ben Rice moved

THAT the board approves the minutes as presented.

SECOND: Cathi Zdenek

MOTION: Passed

The minutes of the November 14, 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: Barbara Beck

MOTION: Passed

DIRECTOR'S REPORT

Library Director Ann Zydek reported the library was closed November 11 for Veteran's Day, and November 25-26 for the Thanksgiving holiday.

Sarah Neel, Information Services Professional Assistant, began her employment on November 7.

Cottage Watchman installed a camera in the new study room.

Otis Elevator was on site to repair the dumbwaiter and main elevator. Both elevators are now operational.

New Plumbing replaced the hot water heater that supplies the staff restroom area and kitchenette.

Community Outreach continues to evaluate programs to see what is working or not working.

Ben Rice mentioned the e-collection users and activity on OverDrive, noted in the Information Services report, eludes to the fact that there is a ranking and almost seemed like a competition. Ann shared the state allows us to fine-tune what types of materials we can add, so that our hold list is not so great. Dana Owen continues to monitor what our patrons are looking for, and adds additional copies where needed. Ben inquired "When we see \$50,000 extra going to OverDrive, is that going for things like that or just enhancing?" Ann replied it was enhancing. Jill Beehler inquired "Do you see what people request that isn't there?" Ann replied Dana would need to answer that question. Ann continued "If we order the material ourselves and there is a hold list, our patrons go to the top of that list."

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

There was no old business.

NEW BUSINESS

The 2023 Slate of Board Officers was discussed and remained the same as 2022. The election of officers will take place during the January 2023 monthly meeting. Nominated for 2023: President - Chris Merrill, Vice President - Barbara Beck, Secretary - Jill Beehler, and Treasurer - Ben Rice. Ben Rice moved

THAT the board approves the 2023 Slate of Board Officers as shown.

SECOND: Tim Keyes

MOTION: Passed

After discussion, a recommendation was made to have Jill Beehler reappointed to the Warsaw Parks and Recreation Board. Cathi Zdenek moved

THAT the board approves the reappointment of Jill Beehler to the Warsaw Parks and Recreation Board.

SECOND: Barbara Beck

MOTION: Passed

Changes to the Wage/Salary Table were reviewed. Ben Rice moved

THAT the board approves the Wage/Salary Table as presented.

SECOND: Cathi Zdenek

MOTION: Passed

Ann recommended the approval of the 2023 Staff Salary Schedule. Jill Beehler inquired "Is this the first year you get a new holiday or was that last year?" Ann replied "Juneteenth was this year. Every year can vary depending on where Christmas and New Year Day fall." Cathi Zdenek inquired "Are the jobs that changed because of Joni leaving?" Ann replied that was correct. Those employees that were named as administrators have taken on more responsibilities. Cathi Zdenek moved

THAT the board approves the 2023 Staff Salary Schedule as presented.

SECOND: Barbara Beck

MOTION: Passed

ADJOURNMENT

With no further business, Jen Hicks moved

THAT the meeting adjourns at 4:18 PM.

SECOND: Tim Keyes

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Marketing Administrator

Jill Beehler
Secretary