

# Warsaw Community Public Library

310 E. MAIN ST., WARSAW, IN 46580

574-267-6011 | warsawlibrary.org



## BOARD OF TRUSTEES MEETING AGENDA

October 16, 2023 – 4 PM

Meeting Room A/B

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. ADOPTION OF AGENDA
- D. APPROVAL OF MINUTES
  - 1. September 11, 2023 Budget Hearing
  - 2. September 11, 2023 Monthly Meeting
- E. FINANCIAL REPORT
- F. DIRECTOR'S REPORT
- G. COMMITTEE REPORTS
- H. OLD BUSINESS
- I. NEW BUSINESS
  - 1. Resolution for Corporation or Unincorporated Association
  - 2. Staff Development Date
  - 3. Adoption of 2024 Budgets
  - 4. Library Endowment Funds Annual Distribution
- J. ADJOURNMENT

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES BUDGET HEARING MINUTES  
September 11, 2023**

CALL TO ORDER

President Chris Merrill called the 2024 Budget Hearing to order at 4 PM on Monday, September 11, 2023. Members present: Cathi Zdenek, Ben Rice, Barbara Beck, Jen Hicks, Tim Keyes, and Jill Beehler. Also present: Director Ann Zydek, Business Manager Renee Sweeny, Marketing Administrator Robin Fosnaugh, InkFree Journalist Liz Shepherd, and 1 guest.

PUBLIC HEARING FOR THE 2024 BUDGET

There were no comments or questions from the public concerning the 2024 budgets.

ADJOURNMENT

With no further business at 4:15 PM Ben Rice 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 11, 2023**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:15 PM on Monday, September 11, 2023. Members present: Ben Rice, Barbara Beck, Cathi Zdenek, Jen Hicks, Jill Beehler and Tim Keyes. Also present: Director Ann Zydek, Business Administrator Renee Sweeny, Marketing Administrator Robin Fosnaugh, InkFree Reporter Liz Shepherd, and 1 guest.

READING AND APPROVAL OF AGENDA

The agenda of the September 11, 2023 meeting was reviewed. Cathi Zdenek moved

THAT the board approves the agenda as presented.

SECOND: Ben Rice

MOTION: Passed

READING AND APPROVAL OF MINUTES

The minutes of the August 14, 2023 monthly meeting was reviewed. Tim Keyes 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 2024 Budgets Form 3: Notice to Taxpayers was submitted in Gateway on August 1, 2023.

Children's Services received free shelving units from the Middlebury Public Library. Collections will be shifted making room for more display space.

The state once again changed courier service for interlibrary loan. Service will be shut down September 1-10 to give the new service a chance to catch up. New material requests will also be suspended during this time.

Ann thanked the trustees and shared she enjoyed serving the board. Chris Merrill thanked Ann and expressed appreciation for all she's done.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Chris explained there was a need to appoint an interim library director in the gap from when Ann leaves, and incoming library director Heather Barron begins her duties. Barbara Beck moved

THAT the board appoints Dana Owen to act as the interim library director from September 15, 2023 to October 2, 2023.

SECOND: Jill Beehler

MOTION: Passed

ADJOURNMENT

With no further business, Tim Keyes moved

THAT the meeting is adjourned at 4:30 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh  
Marketing Administrator

Jill Beehler  
Secretary