



## BOARD OF TRUSTEES MEETING AGENDA

December 11, 2023 – 4 PM

Meeting Room A/B

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. ADOPTION OF AGENDA
- D. APPROVAL OF MINUTES
- E. FINANCIAL REPORT
- F. DIRECTOR'S REPORT
- G. COMMITTEE REPORTS
- H. OLD BUSINESS
- I. NEW BUSINESS
  - 1. Reclassification of the Genealogical Research Policy to a Procedure
  - 2. 2024 Slate of Board Officers
  - 3. 2024 Wage/Salary Table
  - 4. 2023 One Time Salary Adjustment Resolution
- J. ADJOURNMENT

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES PUBLIC HEARING FOR THE  
INTERNET ACCEPTABLE USE POLICY REVIEW  
November 13, 2023**

CALL TO ORDER

Board President Chris Merrill called the public hearing to order at 4:00 PM on Monday, November 13, 2023. Members present: Ben Rice, Barbara Beck, Jen Hicks, Tim Keyes, and Cathi Zdenek. Member absent with prior notice: Jill Beehler. Also present: Director Heather Barron, Business Manager Renee Sweeny, Marketing Administrator Robin Fosnaugh, InkFree Journalist Liz Shepherd, and News Now Director Dan Spalding.

PUBLIC HEARING TO REVIEW THE WCPL INTERNET ACCEPTABLE USE POLICY

There were no questions raised concerning the Internet Acceptable Use Policy.

ADJOURNMENT

With no further business Tim Keyes moved

THAT the public hearing is adjourned at 4:15 PM.

SECOND: Cathi Zdenek

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh  
Marketing Administrator

Barbara Beck  
Vice President

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
November 13, 2023**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:15 PM on Monday, November 13, 2023. Members present: Ben Rice, Barbara Beck, Cathi Zdenek, Jen Hicks, and Tim Keyes. Member absent with prior notice: Jill Beehler. Also present: Director Heather Barron, Business Administrator Renee Sweeny, Marketing Administrator Robin Fosnaugh, InkFree Reporter Liz Shepherd, and News Now Director Dan Spalding.

READING AND APPROVAL OF AGENDA

The agenda of the November 13, 2023 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 October 16, 2023 monthly meeting was reviewed. Barbara Beck moved

THAT the board approves the minutes as presented.

SECOND: Ben Rice

MOTION: Passed

FINANCIAL REPORT

Renee Sweeny reviewed the financial report, claims, and investments. Ben Rice moved

THAT the board approves the financial report as presented.

SECOND: Barbara Beck

MOTION: Passed

DIRECTOR'S REPORT

Library Director Heather Barron reported the budget was submitted on Gateway.

In an effort to get to know staff, one-on-one meetings have taken place during the last six weeks with each staff member. Heather has compiled a worksheet with items to address.

Bruce Hively has announced his retirement date will be January 5, 2024. The job has been posted with hopes of having someone start by January 2, 2024.

Heather applied to the American Library Association for the “Americans and the Holocaust” traveling exhibit. If awarded the exhibit will be located on the upper level.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

There was no old business.

NEW BUSINESS

After reviewing the Internet Acceptable Use Policy at the public hearing, Cathi Zdenek moved

THAT the board approves the policy as presented.

SECOND: Tim Keyes

MOTION: Passed

Changes to the Vacation Leave Policy were reviewed. Eligible staff in their first year of service will be awarded prorated vacation time to be used in that calendar year based on their start of service date. Tim Keyes moved

THAT the board approves the policy as presented.

Updates to the Materials Loan Policy were reviewed. The loan period for new young adult fiction will be 21 days. Cathi Zdenek moved

THAT the board approves the policy as presented.

SECOND: Tim Keyes

MOTION: Passed

ADJOURNMENT

With no further business, Tim Keyes moved

THAT the meeting is adjourned at 4:33 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh  
Marketing Administrator

Barbara Beck  
Vice President