

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

LIBRARY DIRECTOR
Ann M. Zydek
March 8, 2023

BOARD OF TRUSTEES MEETING AGENDA
March 13, 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. February 2023 Financial Report
 - 2. Claims for March 2023
 - 3. Investments
- F. DIRECTOR'S REPORT
 - 1. Departmental Reports and Statistics for February 2023
 - 2. Staff/Trustee Update
 - 3. Building and Equipment Report
- G. COMMITTEE REPORTS
- H. OLD BUSINESS
- I. NEW BUSINESS BOARD ACTION
 - 1. Director Recruitment Process
- J. ADJOURNMENT BOARD ACTION

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

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:00 PM on Monday, February 13, 2023. Members present: Jen Hicks, Ben Rice, Barbara Beck, Jill Beehler and Cathi Zdenek. Member absent with prior notice: Tim Keyes. 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 February 13, 2023 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 January 9, 2023 monthly meeting was reviewed. Cathi Zdenek moved

THAT the board approves the minutes as presented.

SECOND: Ben Rice

MOTION: Passed

The minutes of the January 9, 2023 Board or Finance meeting was reviewed. Ben Rice moved

THAT the board approves the minutes as presented.

SECOND: Cathi Zdenek

MOTION: Passed

TREASURER'S REPORT

Renee Sweeny reviewed the financial report, claims, and investments. Cathi Zdenek asked "Who is the Jack Laurie Group?" Renee shared they were the cleaning company for the library. Jill Beehler inquired "How are the utilities?" Renee replied "We are on a budget, so ask me in May." Barbara Beck moved

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

SECOND: Cathi Zdenek

MOTION: Passed

DIRECTOR'S REPORT

Library Director Ann Zydek reported the library was closed January 1 for the New Year holiday, and January 16 for Martin Luther King, Jr. Day.

Tyson Barnett has been working with the websites online content manager "Fred." All the links on the website have been updated and are working.

Robin Fosnaugh continues to attend the Friends of the Library meetings. FOL President Ann Werk shared she is comfortable working with Robin. FOL members voted to increase the Board of Directors in February to nine members. The group is active and fundraising goals are set for 2023.

The automatic doors will be installed in March.

Havel repaired a VAV valve that was leaking in the Administration office.

The winter reading challenge continues through February. At the end of January 405 adults and teens have signed up, compared to 285 the same time a year ago.

Four new chairs arrived for the Information Services area. Robin pointed out the chairs were purchased by the Friends of the Library.

Ann shared one of the goals for 2022 was getting traditional programming back for youth, and that goal was met. The teen programming remains steady, and the next goal is concentrating on programs for adults. People are returning to the library for events, and interest in virtual programming continues to decline.

Ann noted the assistant director position will not be replaced. WCPL has three full time librarians.

The annual reports were reviewed, and Trustees commended the staff for the work that went into collecting stats and compiling reports.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Ann recommended that the library close on March 16 for staff development. Ben Rice moved

THAT the board approves closing the library on March 16 for staff development.

SECOND: Cathi Zdenek

MOTION: Passed

ADJOURNMENT

With no further business, Jen Hicks moved

THAT the meeting is adjourned at 4:24 PM.

SECOND: Barbara Beck

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Marketing Administrator

Jill Beeler
Secretary

WARSAW COMMUNITY PUBLIC LIBRARY BOARD GOALS RETREAT MINUTES--FEBRUARY 13, 2023

CALL TO ORDER: President Chris Merrill started the Board Goals Retreat at 4:30 P.M., on Monday, February 13, 2023. Members present: Barbara Beck, Jill Beehler, Tim Keyes, Ben Rice, Cathi Zdenek, and Jen Hicks. Also present, Ann Zydek, Director.

Board discussed contributing a treat for staff at the Staff Development Day on March 16.

STRATEGIC DIRECTION: The Library Board reviewed the library's 2021-2025 Strategic Plan, annual reports, goals, "Implementation Plan" and the Library Journal February 1, 2023 article, "Value Added Budgets: Budgets and Funding 2023 by John Chrastka.

STRATEGIC PLAN PRIORITY 1: REIMAGINE PHYSICAL SPACE: Enhance in person experiences by transforming traditional library spaces.

*Goal 1: **Modernize** the library to make it bright, comfortable & barrier free.*

*Goal 2: Streamline **in-house access** to materials and services, and enrich face-to-face engagement and hands on opportunities.*

Renovation: Ann shared the need in the near future for a bond project to refresh the interior/exterior building and furnishings and update mechanical systems. Would be able to raise \$7 million to \$8 million to improve the existing grounds and building footprint, but interest rates are a concern.

LoT: During a recent visit to Kendallville Public Library Ann saw that the Library of Things collection (LoT) was spread into different spaces by categories (e.g., Memory Care, Fitness). Most of LoT at WCPL is located in two traditional shelving areas in front of the Information desk. Ben Rice noted that for LoT items not out for patrons to browse that a LoT catalog is used. What kinds of objects and items does our community need to have available? Tim Keyes suggested adding some farming tools to repair agricultural equipment. For in-house use, an activity table for STEM exploration (e.g., Lego) was added in Children's Services.

Budget: Economic indicators for our area are "flat". The library in 2022 moved \$100,000 from the Operating fund to the "Rainy Day" fund for emergencies. Goals met: at end of 2022 actual cash left in operating fund was greater than 2021 and staff salary/wages for 2023 were close to \$15.00 for initial hires. Explore future budget areas for library services growth (e.g., Outreach.)

Internet Access: WCPL uses "holds" for hot spots to improve equity of service. It is expensive to add too many more. As broadband coverage in Kosciusko County improves, the Board should evaluate the value of access to content (physical & electronic

collections) versus offering circulating devices that access content. Currently the library pays a monthly charge of nearly \$30 per hot spot with the equipment normally free.

Chris said to prioritize access to the internet versus finite shelf space. Ann shared e-collections for adults are here to stay. Still not enough e-collection for children. Research stresses it is better for children to learn using physical collections through 12th grade. Jill Beehler asked about the huge federal infrastructure bill. Tim pointed out each state decides how to use the funds.

WiFi: Jill stressed continuing WiFi coverage in the library’s parking lot. Chris pointed out there are modern developments for WiFi. It is possible to place external units on the building. It would be expensive but should not “break the bank”. Keep pushing WiFi boundaries so that people in the parking lot have robust service.

Hours of Services/Staff Size: Access hours are starting to rebound after COVID-19. WCPL offers 48 hours per week. Ann suggests “access” hours and staff size remain the same for a while. Chris asked, “Outside of adding or subtracting a few hours, what user patterns observed?” Ann shared visitors prefer a consistent pattern. WCPL’s four Saturday hours are busy unless area activities pull them away. There were times this winter when it was hard to sustain the access hours open due to staff shortages (e.g., illness.) Until able to sustain adding staff, it is not time yet to add another evening open so that more events could be offered. Chris noted the trend in the City of Warsaw was to shut down between 6-8 p.m. The library must tie in to community patterns and prioritize. Ann noted that in the future there may be a need for another librarian with knowledge of “access” services and “user experience”.

STRATEGIC PLAN PRIORITY 2: EXPAND VIRTUAL PRESENCE: Create a seamless, full-service virtual library experience.

*Goal 1: Provide instant **24/7 access** to a wide array of **digital** materials, original content and virtual programs available on multi-platforms from anywhere.*

*Goal 2: Develop an **online presence** that replicates an engaging in-person library experience.*

Chris stated that COVID-19 “forced our hand”; had to expand our virtual presence. “Honestly it could not have happened at a better time.” The library has “done really well” as library staff diverted energy to push up the timeline. Ann noted staff now have turned direction to the other two priorities. Statistics reflect that virtual use is dropping off so staff efforts are shifting to provide live, in-person, onsite and offsite events. The major exception is use of e-collections. Recently added a “digital agency card” policy.

STRATEGIC PLAN PRIORITY 3: CULTIVATE COMMUNITY ENGAGEMENT: Develop deeper connections and enhance collaboration within the community.

*Goal 1: Provide and promote **library outreach** and services outside of the building.*

*Goal 2: Develop **partnerships** to collaboratively provide collections, programs and services that we could not provide on our own.*

Outreach: Ann shared that Community Outreach Department Head Adrienn has explored traditional (e.g., Warsaw Parks Department) and non-traditional partners (e.g., Shedd Aquarium) for events. Using the Board's Meeting Room Policy as a guide, Adrienn strives to keep a sustainable group of at least 5 attendees at events in the meeting room. Since COVID some programs could not be sustained.

Community Outreach has not been afraid to experiment. Ann noted that Professional Assistant Duane Herendeen added varied hands-on education stations to story times. Jill shared that he does a nice job at Parks Department events where she volunteers. Currently have about \$10,000 for events. Ann noted if more dollars spent on adult events it would especially help when the expertise needed is beyond current staff expertise levels

Event Ideas: Barb talked about using a "sustainable environment" theme. Possible ideas include: "What happens to the pond in the winter time?" and "What's in the lake?" Lilly Center at Grace College would be a good partner. Ann shared Community Outreach staff are working to partner a second summer with them. Cathi Zdenek recommended partnering with volunteers from the Kosciusko County's Indiana Master Naturalist program who do many community hours annually.

Barb mentioned our area is known for big time agriculture. Kids don't necessarily know where food comes from. There is a huge program at the high school (e.g., FFA) that can be tapped into. Ann noted a trend toward a "clean environment." Tim shared that between farmers and equipment companies it became a legal battle on who had the right to repair farm equipment. Now there are "Right to Repair" laws which allow farmers to be able to work on expensive equipment without taking it to the equipment company. May be an opportunity for a public event. Offer a workshop for adults or an awareness day so that children see farm equipment up close. Jill pointed out being a part of downtown Warsaw events (e.g., Third Friday). Ben stated that "libraries can have operation manuals" (e.g., farm equipment). That would be incredibly popular. Cathi asked, "How much of library service area is in farming?" Offer something like: "How can you do a butterfly pathway?" Learn about seeds and gardening. Barb shared offer a how-to program like, "How to change your tire?"

Marketing Ideas: Marketing Administrator Robin Fosnaugh oversaw marketing efforts. Ben talked about showing residents of Kosciusko County a pathway to county-wide library coverage. About 20% of our county is unserved by a public library. Let people know what resources public libraries offer their service area residents. Why can't I get this from a library? Encourage natural expansion based on need. Tim knows people who live locally but it is not local enough to get a WCPL membership. Some see the non-resident fee as an unnecessary expense.

Jen shared some people pay every month for books to read on their Kindle. For \$90+ per year people can stream the library's resources---unlimited. We have an opportunity to make a real statement about the value of the library cards. If someone pays \$20 per month for an online audibles subscription it will cost about \$240 per year. At the library many types of e-content. Easy to share that \$240/year for one type of resource versus all the collections the library offers for \$90+/year.

Tim asked, "What is the cost to get a library card?". Ann shared for years it has run in the mid-\$90 range for an individual. Tim said that in twelve months that is less than what Netflix costs. At the library you can ask library staff to add things that you want.

Succession Planning: Chris announced to the Board that Ann delivered her retirement letter dated January 31, 2023, to him. He will talk with Indiana State Library about what is expected.

Ann distributed to the Board a sample director search email announcement, the current job description, and a list of firms specializing in job placements. WCPL is currently a Class B library and an applicant must have a Library Certification 2. The Board should look for someone with a Masters of Library Science with 3 years of experience minimum.

At the next Board meeting the Board should officially decide to accept or not accept Ann's retirement letter. With her intent to retire public knowledge now, Ann shared that some co-workers know, but many do not. Chris stated it is time to "make sure the rest of staff know". She will reach 42 years of service on September 14, 2023 and plans her last day of work for September 15, 2023.

Chris thought it would be good to filter the majority of applications through Renee. He mentioned being structured in this process such as forming a subcommittee that meets weekly and reports to the Board monthly. When sub-committee comes together minutes would be taken.

The Board Retreat adjourned by consensus at 5:59 P.M.

Respectfully submitted:

Attested:

Ann M. Zydek
Library Director

Jill Beehler
Secretary