

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

LIBRARY DIRECTOR  
Ann M. Zydek  
May 4, 2023

**BOARD OF TRUSTEES MEETING AGENDA**  
**May 8, 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. April 2023 Financial Report
  - 2. Claims for May 2023
  - 3. Investments
- F. DIRECTOR'S REPORT
  - 1. Departmental Reports and Statistics for April 2023
  - 2. Staff/Trustee Update
  - 3. Building and Equipment Report
- G. COMMITTEE REPORTS
- H. OLD BUSINESS
- I. NEW BUSINESS
- J. ADJOURNMENT BOARD ACTION

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
April 10, 2023**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:00 PM on Monday, April 10, 2023. Members present: Jen Hicks, Ben Rice, Barbara Beck, Jill Beehler and Tim Keyes. Member absent with prior notice: Cathi Zdenek. Also present: Director Ann Zydek, Business Administrator Renee Sweeny, and Marketing Administrator Robin Fosnaugh.

READING AND APPROVAL OF AGENDA

The agenda of the April 10, 2023 meeting was reviewed. Jill Beehler moved

THAT the board approves the agenda as presented.

SECOND: Ben Rice

MOTION: Passed

READING AND APPROVAL OF MINUTES

The minutes of the March 13, 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. Tim Keyes moved

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

SECOND: Ben Rice

MOTION: Passed

DIRECTOR'S REPORT

Library Director Ann Zydek reported inclement weather closed the library early on March 3. WCPL was also closed March 16 for staff development.

Ann thanked trustees for providing pizza during staff development. She shared the day was successful, and highlighted a more extensive recycling program was unveiled.

The FCC Form 471 E-Rate funding commitment request is \$17,088. The library's non-discount share of the eligible amount is \$4,272.

Rider Electric was on site to replace ballasts and lamps throughout the building.

Horizon Landscaping was selected to provide lawn care and maintenance for 2023-24.

Two violations were detected during an elevator inspection. A cover needs to be installed over a light fixture in the mechanical room, and a call-out using the elevator phone was not answered by Otis.

The new entrance doors are installed, and the sensors will need to be recalibrated.

Ben Rice mentioned he attended *The Literati Awards* play, and was impressed with the outcome.

Jill Beehler commented the upcoming Origami for Animals event is generating a lot of publicity. The event will be held at the library on April 22.

Ben questioned if WCPL was advertising or fundraising with the businesses he saw on the outside electronic sign. Robin Fosnaugh shared the corporate sponsors of the Friends of the Library were acknowledged on the sign for their annual membership.

#### COMMITTEE REPORTS

Chris reported the Director Recruitment Committee met and discussed responsibilities, strategies, and a timeline on how to handle the hiring process. Proposed changes to the job description aim to better align the director's position and responsibilities with the board's needs. Stronger language was also implemented to ensure that the director is held accountable for their responsibilities and duties.

Jill asked "Are we going to hope they relocated here?" Chris shared the committee is going to ask for that, and have the opportunity to look for a candidate who is willing to do so. He felt it was important they are located in the community and Jill agreed.

#### OLD BUSINESS

There was no old business.

#### NEW BUSINESS

Chris asked the board to consider authorizing the Recruitment Committee authority to make necessary decisions during the process of hiring a new director. He noted all final decisions will be brought to the board for a vote. Jill Beehler moved

THAT the board grants the Recruitment Committee authority to make necessary decisions during the hiring process, with all final decisions voted on by the board.

SECOND: Ben Rice

MOTION: Passed

ADJOURNMENT

With no further business, Tim Keyes moved

THAT the meeting is adjourned at 4:25 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh  
Marketing Administrator

Jill Beeler  
Secretary