



BOARD OF TRUSTEES MEETING AGENDA

January 8, 2024 – 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. 2024 Board Meeting Dates
 - 2. 2024 Board of Finance Officers Slate
 - 3. Election of 2024 Board of Trustees Officers
- J. ADJOURNMENT

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 2024 Board of Finance Officers
 - 2. 2023 Investments Report
 - 3. Review of the Investments Policy
- D. ADJOURNMENT

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
December 11, 2023**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:03 PM on Monday, December 11, 2023. Members present: Ben Rice, Barbara Beck, Jen Hicks, Tim Keyes, and Jill Beehler. Member absent with prior notice: Cathi Zdenek. Also present: Director Heather Barron, Business Administrator Renee Sweeny, Marketing Administrator Robin Fosnaugh, and InkFree Reporter Liz Shepherd.

READING AND APPROVAL OF AGENDA

The agenda of the December 11, 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 November 13, 2023 Internet Acceptable Use Policy public hearing was reviewed. Tim Keyes moved

THAT the board approves the minutes as presented.

SECOND: Barbara Beck

MOTION: Passed

The minutes of the November 13, 2023 monthly meeting was reviewed. Tim Keyes moved

THAT the board approves the minutes as presented.

SECOND: Barbara Beck

MOTION: Passed

FINANCIAL REPORT

Renee Sweeny reviewed the financial report, claims, and investments. Barbara Beck moved

THAT the board approves the financial report as presented.

SECOND: Ben Rice

MOTION: Passed

DIRECTOR'S REPORT

Library Director Heather Barron reported she is working through the list of staff suggestions, with new suggestions added and others crossed off the list.

A new facility administrator has been hired to start January 2.

Job descriptions will be created for two new positions at the library. An adult programming coordinator and a communications coordinator will be added to the staff. The goal is to increase our visibility in the community, help share our value in the community, and start two-way conversations and engagement in the community.

Two additional study rooms will become available in January for public use.

Trustees watched a video that was created for a recent LSC meeting with local legislators on December 1. The video is part of a 4.5-minute video that was shown to legislators highlighting what libraries in the region do.

Heather noted the recent staff in-service went very well. It was fun learning how the staff interact and understanding that a little more. Action steps were started with things that will be worked on at the library, and a follow up meeting will be scheduled in January with representatives from each department to keep this work going forward. Jill Beehler inquired how the venue worked out at Center Lake, and Heather shared it was a great location and she received amazing feedback.

Heather mentioned she would like to hold a board retreat after the February monthly meeting.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

There was no old business.

NEW BUSINESS

After discussion a request was made to reclassify the Genealogical Research Policy to a procedure. Ben Rice moved

THAT the board approves reclassifying the policy to a procedure.

SECOND: Jill Beehler

MOTION: Passed

A slate for the 2024 board officers was established. The election of officers will take place during the January 2024 monthly meeting. Nominated for 2024: President - Chris Merrill, Vice President - Barbara Beck, Secretary - Cathi Zdenek, and Treasurer - Ben Rice. Tim Keyes moved

THAT the board approves the slate as shown.

SECOND: Ben Rice

MOTION: Passed

Heather explained the 2024 wage/salary table will be reviewed and not individual salaries, because any changes made throughout the year would need to come back for board approval. The resolution includes *The WCPL Fiscal Officer will approve individual rates as they fall within the classification listed on this schedule*, so if any changes are made during the year or new staffed are hired it will be covered. The Indiana State Board of Accounts, Indiana State Library, and the Indiana Public Access Counselor were consulted and gave approval. Tim Keyes moved

THAT the board approves the wage/salary table as presented.

SECOND: Ben Rice

MOTION: Passed

Renee shared a one-time salary adjustment was last done five years ago. Jill asked if this was in addition to the pay raise employees received for the year. Heather shared this would be a one-time salary adjustment at the end of 2023, and would be separate from what employees would be earning as a raised wage in 2024. Heather included "Since 2018 the staff have been through COVID, staff changes, and the stress of a director retiring and an unknown person coming in. It's the people who make this place." Tim Keyes ask when it would go into effect and Renee shared it would be payable by December 31. Jill wanted to clarified if everyone would get an additional two weeks of pay which would be up to \$45,000. Heather verified the two weeks of pay would include everyone besides herself for \$45,000. Jill continued "Would this mean everybody who is going to be employed next year? Do they have to be employed this year?" Renee shared it would be employees who are now currently active. Jill continued "So they could have been here a couple of months and still get it?" Renee confirmed yes. Ben Rice asked if there were concerns with that, and Jill shared "I thought of it as a reward for the people who had been there during COVID..., but it's not. Because you can only have been here two weeks and get it, so it's not a reward." Tim shared he didn't feel it would be beneficial for the moral, but he understood where Jill was coming from. Heather shared "I kinda see it as a recognition for what we're starting, and the direction that we're heading, and investing into everybody heading forward into that." Tim continued "To address your concern in a small way would be those employees that have been here a longer time have had more time to accrue through pay raises and salary they now have, which is determining what they are now getting. A newer person who has only been here a year hasn't had as much time to receive a regular raise or increase, the longer-term employee is actually getting a little more because they been here longer, right?" Jill responded "No, because they're both making \$51,000. You've hired a new person at \$51,000 and you have someone who worked up to \$51,000...you're giving them the same amount. The other thing plays with me, we're doing it to get everybody settled into a new mindset. That I can buy, but the other one I can't buy." Chris Merrill shared "For clarification, this is not a gift given to people who have been here forever. This is a thing we

have been unable to do because of circumstances. Now we're back to being able to do it, so everybody gets it. Because that's how we've always done it, whenever we were able to do this, it was across the board." Heather pointed out she didn't know how often the opportunity would be available in the future, but would like to do so when it's available and "Investing in those who are coming along for that ride." Tim Keys moved

THAT the board approves the resolution for a one-time salary adjustment as presented.

SECOND: Jen Hicks

MOTION: Passed

ADJOURNMENT

With no further business, Tim Keyes moved

THAT the meeting is adjourned at 4:35 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Marketing Administrator

Jill Beehler
Secretary