



BOARD OF TRUSTEES MEETING AGENDA

February 12, 2024 – 4 PM

Meeting Room A/B

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. ADOPTION OF AGENDA
- D. APPROVAL OF MINUTES
 - 1. January 2024 Monthly Meeting
 - 2. January 2024 Board of Finance Meeting
- E. FINANCIAL REPORT
- F. DIRECTOR'S REPORT
- G. COMMITTEE REPORTS
- H. OLD BUSINESS
- I. NEW BUSINESS
 - 1. Staff Development Date - April 18, 2024
 - 2. Dress Code Policy
- J. ADJOURNMENT

GOALS RETREAT

February 12, 2024, 4:30 P.M.

MEETING ROOM A/B

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
January 8, 2024**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:00 PM on Monday, January 8, 2024. Members present: Jen Hicks, Ben Rice, Tim Keyes, Barbara Beck, Jill Beehler, and Cathi Zdenek. Also present: Director Heather Barron, Business Administrator Renee Sweeny, Marketing Administrator Robin Fosnaugh, and InkFree News Journalist Liz Shepherd.

READING AND APPROVAL OF AGENDA

The agenda of the January 8, 2024 meeting was reviewed. Cathi Zdenek moved

THAT the board approves the agenda as presented.

SECOND: Jill Beehler

MOTION: Passed

READING AND APPROVAL OF MINUTES

The minutes of the December 11, 2023 monthly meeting was reviewed. Ben Rice moved

THAT the board approves the minutes as presented.

SECOND: Barbara Beck

MOTION: Passed

FINANCIAL REPORT

Renee Sweeny reviewed the financial report, claims, investments, and 2023 encumbrances. Cathi Zdenek moved

THAT the board approves the financial report as presented.

SECOND: Tim Keyes

MOTION: Passed

DIRECTOR'S REPORT

Director Heather Barron attended the LSC meeting on December 1. She met with library directors, IN Senator Sue Glick, and IN Representative Dave Abbott to discuss what libraries are doing in their communities. She also participated in a variety of meetings, including those for the Warsaw Common Council and Kosciusko County Council.

The Friends of the Library held a successful Lights of Love tree dedication on December 4.

John Yeager will be returning to work with a group of staff members as a follow-up to staff development day.

Heather outlined some minor changes that have been implemented throughout the library and explained their significant impact.

The Friends of the Library have agreed to purchase t-shirts for both staff and trustees. A t-shirt design featuring the library logo has been created.

An interdepartmental "Reindeer Games" took place during December. Teams competed against each other with trivia questions that were organized by Tyson Barnett. The activity sparked energy and enthusiasm throughout the staff.

Tim Keyes inquired when the new facility administrator would begin his duties. Heather shared Jim Price started on January 2.

Ben Rice inquired if Sue Glick and Dave Abbott were receptive to the presentation given at the LSC meeting. Heather noted that Sue was a huge library supporter, and Dave believed that even if any library bills were put up for voting, none of them would be approved.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

There was no old business.

NEW BUSINESS

A schedule for the 2024 board meeting dates was reviewed. Barbara Beck inquired if a different month could be considered for the goals retreat meeting in the future. It was decided a different date for next year would be considered at a later time. Cathi Zdenek moved

THAT the board approves the meeting dates as presented.

SECOND: Barbara Beck

MOTION: Passed

The slate for the 2024 Board of Finance Officers was discussed. Nominated for 2024: President - Chris Merrill, and Secretary - Ben Rice. Tim Keyes moved

THAT the board approves the slate as presented.

SECOND: Cathi Zdenek

MOTION: Passed

Trustees elected by paper ballot the 2024 Board of Trustee Officers. Jill Beehler announced that the following were unanimously elected:

President: Chris Merrill
Vice President: Barbara Beck
Secretary: Cathi Zdenek
Treasurer: Ben Rice

Jill Beehler moved

THAT the board certify the election results for the 2024 Board of Trustee Officers.

SECOND: Barbara Beck

MOTION: Passed

ADJOURNMENT

With no further business, Jen Hicks moved

THAT the meeting adjourns at 4:25 PM.

SECOND: Tim Keyes

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Marketing Administrator

Cathi Zdenek
Secretary

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF FINANCE MEETING MINUTES
January 8, 2024**

CALL TO ORDER

President Chris Merrill called the annual Board of Finance meeting to order at 4:30 PM on Monday, January 8, 2024. Members present: Jen Hicks, Cathi Zdenek, Tim Keyes, Barbara Beck, Jill Beehler, and Ben Rice. Also present: Director Heather Barron, Business Administrator Renee Sweeny, Marketing Administrator Robin Fosnaugh, and InkFree News Journalist Liz Shepherd.

NEW BUSINESS

The 2024 Slate of Board of Finance Officers was presented as President - Chris Merrill, and Secretary - Ben Rice. Barbara Beck moved

THAT the officers are elected as presented.

SECOND: Cathi Zdenek MOTION: Passed

The 2023 Investments Report was reviewed. Ben Rice moved

THAT the 2023 Investments Report is approved as presented.

SECOND: Cathi Zdenek MOTION: Passed

The Investments Policy was reviewed. Tim Keyes moved

THAT the Investments Policy is approved as presented.

SECOND: Jill Beehler MOTION: Passed

ADJOURNMENT

With no further business, Cathi Zdenek moved

THAT the meeting is adjourned at 4:35 PM.

SECOND: Ben Rice MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Marketing Administrator

Ben Rice
Secretary