

Warsaw Community Public Library

310 E. MAIN ST., WARSAW, IN 46580

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BOARD OF TRUSTEES MEETING AGENDA

June 10, 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
 - 1. Board Bylaws
 - 2. Photography & Videography Policy
- I. NEW BUSINESS
 - 1. Feasibility Study Recommendation
- J. ADJOURNMENT

6-5-24

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
May 13, 2024**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4 PM on Monday, May 13, 2024. Members present: Ben Rice, Tim Keyes, Barbara Beck, Jill Beehler, Cathi Zdenek, and Jen Hicks. Director Heather Barron, Business Administrator Renee Sweeny, Marketing Administrator Robin Fosnaugh, InkFree News Journalist Liz Adkins, News Now Journalist Dan Spalding, and three guests were also present.

READING AND APPROVAL OF AGENDA

The agenda of the May 13, 2024 meeting was reviewed. Jill Beehler moved

THAT the board approves the agenda as presented.

SECOND: Barbara Beck

MOTION: Passed

BOND PRESENTATION

Baker Tilly and IceMiller representatives explained how to obtain and finance a bond for capital expenditures.

READING AND APPROVAL OF MINUTES

The meeting minutes from April 15, 2024 were reviewed. Cathi Zdenek 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. Ben Rice moved

THAT the board approves the financial report as presented.

SECOND: Cathi Zdenek

MOTION: Passed

DIRECTOR'S REPORT

Library Director Heather Barron shared that Robin Fosnaugh and Sujata Gokhale celebrated anniversaries with 26 and 25 years of service, respectively, and Valorie McMillan joined the circulation staff.

Meetings continued with Blue Note Design to complete the finalization of a new logo design.

Supervisors are in the process of holding six-month check-ins with staff using discussion questions instead of a formal evaluation.

Heather presented information about the StoryWalk® project to the Warsaw Parks and Recreation Board. As a result, a member of the Kiwanis Club expressed interest in partnering with the project. The Optimist Club also expressed interest, and Heather gave a presentation to the group earlier.

Facilities Manager Jim Price explained that the wet sprinkler system has a leak. He is in the process of getting a quote to repair it. The quote for the dry system is \$300,000. Jim has compiled a list of repairs and the estimated costs.

COMMITTEE REPORTS

Tim Keyes reported that the renovation committee has received several proposals from architects to choose a firm to conduct a facilities assessment. The committee will meet to discuss each firm and then return to the board with a recommendation.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Updates to the Library Board of Trustee Bylaws were presented for review, and their approval will be voted on at the next meeting.

An updated Photography and Videography Policy has been introduced and will be approved at the next meeting.

ADJOURNMENT

With no further business, Tim Keyes moved

THAT the meeting adjourns at 4:58 PM.

SECOND: Barbara Beck

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Marketing Administrator

Cathi Zdenek
Secretary