



## BOARD OF TRUSTEES MEETING AGENDA

May 13, 2024 – 4 PM

Meeting Room AB

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. ADOPTION OF AGENDA
- D. ICEMILLER PRESENTATION
- E. APPROVAL OF MINUTES
- F. FINANCIAL REPORT
- G. DIRECTOR'S REPORT
- H. COMMITTEE REPORTS
  - 1. Renovation Committee
- I. OLD BUSINESS
- J. NEW BUSINESS
  - 1. Board-Bylaws
  - 2. Photography & Videography Policy
- K. ADJOURNMENT

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
April 15, 2024**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4 PM on Monday, April 15, 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, and InkFree News Journalist Liz Shepherd were also present.

READING AND APPROVAL OF AGENDA

The agenda of the April 15, 2024 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 meeting minutes from March 11, 2024 were reviewed. Cathi Zdenek moved

THAT the board approves the minutes as presented.

SECOND: Jill Beehler

MOTION: Passed

FINANCIAL REPORT

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

THAT the board approves the financial report as presented.

SECOND: Ben Rice

MOTION: Passed

DIRECTOR'S REPORT

After 11 years of service, Faith Ketterer retired as a circulation clerk. She will continue to work as a substitute when needed.

Renee Sweeny recently marked 39 years of service with the library.

Heather acknowledged staff members for their time and dedication in making the recent rummage sale a success.

An infographic was shared with trustees, highlighting 2023 accomplishments.

Heather announced that she will give a StoryWalk® presentation at the upcoming monthly meeting of the Warsaw Parks Department.

#### COMMITTEE REPORTS

Tim Keyes reported that the renovation committee has identified the necessary action steps to determine whether the current building should be renovated or the library should move to a new location. A future meeting is scheduled with the mayor and city planner to tour a potential building. After the tour, further discussions will determine the best course of action.

Heather and Renee met with Baker Tilly to get answers about the bond process. They have a meeting with IceMiller, a bond council, later in the week.

#### OLD BUSINESS

There was no old business.

#### NEW BUSINESS

A family emergency will prevent John Yeager from attending the staff development day. Heather suggested rescheduling the event for May 30th and keeping the library open on April 18th. Barbara Beck moved

THAT the board approves the recommendation as presented.

SECOND: Tim Keyes

MOTION: Passed

#### ADJOURNMENT

With no further business, Tim Keyes moved

THAT the meeting adjourns at 4:18 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh  
Marketing Administrator

Cathi Zdenek  
Secretary