

# Warsaw Community Public Library

310 E. MAIN ST., WARSAW, IN 46580

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## BOARD OF TRUSTEES MEETING AGENDA

July 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. Review Committee
- J. ADJOURNMENT

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
June 10, 2024**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4 PM on Monday, June 10, 2024. Members present: Tim Keyes, Barbara Beck, Jill Beehler, and Cathi Zdenek. Members absent with prior notice: Jen Hicks and Ben Rice. Director Heather Barron, Business Administrator Renee Sweeny, Marketing Administrator Robin Fosnaugh, and InkFree News Journalist Liz Adkin were also present.

READING AND APPROVAL OF AGENDA

The agenda of the June 10, 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 meeting minutes from May 13, 2024 were reviewed. Tim Keyes moved

THAT the board approves the minutes as presented.

SECOND: Cathi Zdenek

MOTION: Passed

FINANCIAL REPORT

Renee Sweeny reviewed the financial report, claims, and investments. Jill Beehler moved

THAT the board approves the financial report as presented.

SECOND: Cathi Zdenek

MOTION: Passed

Tim Keyes inquired about the Kroger distribution. Renee explained that patrons can connect their Kroger rewards card to the library. Every time they shop, the library earns a portion of the sales.

DIRECTOR REPORT

Library Director Heather Barron shared that 70 people enjoyed the classical chamber concert performed by members of the Classic Arts Program in Winona Lake. Additionally, the Friends of the Library sponsored two Roz Puppets shows, with each performance drawing an audience of ninety-seven people.

The AED defibrillator is no longer functional, and replacement parts are unavailable. Heather suggested replacing the unit and adding a second one on the upper floor.

Heather participated in the ALA training session for the Americans and the Holocaust traveling exhibit, which will be hosted by WCPL in 2026. A library committee has been established and will meet in August to begin planning for the exhibit.

During the staff development day on May 30, staff participated in active shooter training and reviewed in-house and emergency procedures.

The Noon Optimist Club invited Heather to present information on StoryWalk®, and the group is interested in participating in the project.

The library became a member of the Kiwanis Club.

Tim asked if there were any groups or grants available for the AED defibrillator. Heather mentioned that Jim is looking into it.

#### COMMITTEE REPORTS

There were no committee reports.

#### OLD BUSINESS

No further inquiries were made regarding the updated Library Board of Trustee Bylaws. Cathi Zdenek moved

THAT the board approves the bylaws as presented.

SECOND: Tim Keyes

MOTION: Passed

There were no additional questions about the Photography & Videography Policy. Tim Keyes moved

THAT the board approves the policy as presented.

SECOND: Cathi Zdenek

MOTION: Passed

#### NEW BUSINESS

The Renovation Committee recommended hiring MKM Architecture + Design to conduct a feasibility study for WCPL. The study will take 4-6 months. Tim Keyes moved.

THAT the board hires MKM to conduct the feasibility study.

SECOND: Cathi Zdenek

MOTION: Passed

The Friends of the Library will host a fundraiser at Culver's on June 17 from 5-8 PM. A portion of the proceeds will be donated to the group.

ADJOURNMENT

With no further business, Jill Beehler moved

THAT the meeting adjourns at 4:18 PM.

SECOND: Barbara Beck

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh  
Marketing Administrator

Cathi Zdenek  
Secretary