



# WARSAW COMMUNITY PUBLIC LIBRARY

310 E Main Street, Warsaw IN 46580

## BOARD OF TRUSTEES MEETING AGENDA

April 14, 2025 – 4 PM

Meeting Room AB

- 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
  - 1. Renovation Committee
- H. OLD BUSINESS
- I. NEW BUSINESS
  - 1. Adjust Staff Development Day to August 14
  - 2. Materials Collection Fees Policy
  - 3. Materials Loan Policy
  - 4. Public Library Access Card (PLAC) Policy
  - 5. Resident Non-Resident Library Card Issuance Policy
  - 6. Termination of Employment Policy
- J. ADJOURNMENT

4-10-25

**WARSAW COMMUNITY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
March 10, 2025**

**CALL TO ORDER**

President Chris Merrill called the meeting to order at 4 PM on Monday, March 10, 2025. Members Ben Rice, Barbara Beck, Tim Keyes, Jill Beehler, Jen Hicks, and Cathi Zdenek attended the meeting. Executive Director Heather Barron, Business Manager Renee Sweeny, Administrative Liaison Robin Fosnaugh, and two guests were also in attendance.

**READING AND APPROVAL OF AGENDA**

The agenda for the meeting on March 10, 2025, was reviewed. Jill Beehler moved to approve the agenda as presented.

SECOND: Cathi Zdenek

MOTION: Passed

**READING AND APPROVAL OF MINUTES**

The Board reviewed the minutes from the monthly meeting held on February 10, 2025. Cathi Zdenek moved to approve the minutes as presented.

SECOND: Ben Rice

MOTION: Passed

**FINANCIAL REPORT**

Business Manager Renee Sweeny presented the financial report. Ben Rice moved to approve the report as presented.

SECOND: Barbara Beck

MOTION: Passed

**DIRECTOR'S REPORT**

Four team members celebrated work anniversaries ranging from 12-33 years.

The 2024 Indiana Public Library Annual Report has been submitted to the Indiana State Library, and highlights from the report have been organized into an infographic. The report indicated overall increases in various areas: library visits increased by 15%, study room usage surged by 166%, and the number of people utilizing the rooms rose by 72%. Additionally, the circulation of physical and digital materials grew by 8%, and the Library of Things collection continues to expand.

Senate Bill 1 continues to be monitored. The bill outlines how the growth quotient impacts local municipality budgets. If the bill passes in its current form, WCPL can anticipate no funding

growth for next year, 1% growth in 2027, and 2% growth in 2028. This situation would decrease library funding.

The bookkeeping software has been upgraded from Banyon to AVC. AVC is specifically designed for public libraries and is widely used throughout Indiana.

PBS Michiana is developing lesson plans, resources for educators, and coverage to coincide with the upcoming Americans and the Holocaust exhibit.

Several preventive health opportunities are scheduled at WCPL this year. The Francine's Friends Mobile Mammogram event will take place in the fall, and there will be a Red Cross blood donation drive this summer. Libraries with Heart will also ensure a dedicated space is available for monitoring blood pressure and accessing resources.

Heather presented the feasibility study to the Warsaw Common Council, and member Cindy Dobbins toured the library.

The building equipment continues to age and needs to be replaced. To work correctly, the boiler system continues to require manual workarounds, and problems with the dumbwaiter remain ongoing. VFP replaced a section of the dry sprinkler pipeline, and the elevator was down in February.

#### COMMITTEE REPORTS

The Renovation Committee met with bond counsel and Luminaut to finalize schedules for the upcoming months. Luminaut is beginning to gather cost estimates for bond counsel to assess the potential tax impact.

#### OLD BUSINESS

Changes to the Materials Collection Fees Policy were reviewed. Ben Rice moved to accept the changes as presented.

SECOND: Jill Beehler

MOTION: Passed

#### NEW BUSINESS

Changes to the Data Retention Policy were reviewed. Tim Keyes moved to accept the changes as presented.

SECOND: Cathi Zdenek

MOTION: Passed

## ADJOURNMENT

With no additional business to discuss, Jen Hicks moved to adjourn the meeting at 4:16 PM.

SECOND: Barbara Beck

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh  
Administrative Liaison

Cathi Zdenek  
Secretary