



WARSAW COMMUNITY **PUBLIC LIBRARY**

310 E Main Street, Warsaw IN 46580

BOARD OF TRUSTEES MEETING AGENDA

May 12, 2025 – 4 PM

Meeting Room AB

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. ADOPTION OF AGENDA
- D. APPROVAL OF MINUTES
 - 1. April Monthly Meeting
 - 2. Goals Retreat
- E. FINANCIAL REPORT
- F. DIRECTOR'S REPORT
- G. COMMITTEE REPORTS
 - 1. Renovation Committee
- H. OLD BUSINESS
- I. NEW BUSINESS
 - 1. Building Update
- J. ADJOURNMENT

5-7-25

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
April 14, 2025**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4 PM on Monday, April 14, 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 three guests were also in attendance.

READING AND APPROVAL OF AGENDA

The agenda for the meeting on April 14, 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 March 10, 2025. Ben Rice moved to approve the minutes as presented.

SECOND: Tim Keyes

MOTION: Passed

FINANCIAL REPORT

Business Manager Renee Sweeny presented the financial report. Cathi Zdenek moved to approve the report as presented.

SECOND: Ben Rice

MOTION: Passed

Executive Director Heather Barron thanked Renee Sweeny for her efforts in transitioning to the new accounting software.

DIRECTOR'S REPORT

Renee Sweeny celebrated her 40th anniversary at the library.

DNR Adventure Backpacks have been added to the LOT Collection. Each backpack includes a letter from the DNR, trail maps, rules and regulations, a compass, a magnifying glass, a flashlight, and a pass for free entry into any Indiana State Park.

The legislative focus on SB1 continues, along with its potential impact. Other recent funding cuts have affected the Institute of Museum and Library Services, potentially impacting WCPL's Interlibrary Loan program and the Libby OverDrive e-materials.

Michelle Bradley presented "Conversations Worth Having" during the March staff development day. The program focuses on mindset and communication styles.

A staff engagement session was conducted with Luminaut in late March. Staff provided feedback and shared their vision for a new space.

Heather presented the feasibility study to the Kosciusko County Council and the Kosciusko County Commissioners.

The Friends of the Library provided lunch for the staff during National Library Workers Day. The group also donated funds for a wire book rack using a donation jar in the bookstore.

Linda Francis attended the foreign language night at Madison Elementary, where she spoke with attendees about obtaining a library card in Spanish.

March Madness occurred at WCPL in a library-themed style. A bracket was created using various library collections, and the winner was movies!

COMMITTEE REPORTS

Cathi Zdenek noted that Luminaut has presented multiple floor plan ideas to the committee, which are still being refined.

OLD BUSINESS

There was no old business.

NEW BUSINESS

The date for the Fall 2025 Staff Development Day was incorrectly listed on the February agenda. The correct date for the event is August 14, 2025. Tim Keyes moved to approve the update.

SECOND: Jill Beehler

MOTION: Passed

Changes to the Materials Collection Fees Policy were reviewed. Cathi Zdenek moved to accept the changes as presented.

SECOND: Ben Rice

MOTION: Passed

Changes to the Materials Loan Policy were reviewed. Tim Keyes moved to accept the changes as presented.

SECOND: Cathi Zdenek

MOTION: Passed

Changes to the Public Library Access Card (PLAC) Policy were reviewed. Ben Rice moved to accept the changes as presented.

SECOND: Jill Beeher

MOTION: Passed

Changes to the Resident/Non-Resident Library Card Issuance Policy were reviewed. Tim Keyes moved to accept the changes as presented.

SECOND: Jill Beeher

MOTION: Passed

Changes to the Termination of Employment Policy were reviewed. Cathi Zdenek moved to accept the changes as presented.

SECOND: Ben Rice

MOTION: Passed

ADJOURNMENT

With no additional business to discuss, Tim Keyes moved to adjourn the meeting at 4:20 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Administrative Liaison

Cathi Zdenek
Secretary

2025 WCPL Board Retreat – April 24, 2025

The meeting was called to order at 5:00 pm, on Thursday, April 24, 2025. Members Ben Rice, Barbara Beck, Tim Keyes, Jill Beehler, Jen Hicks, Chris Merrill, Cathi Zdenek, and Executive Director Heather Barron attended the meeting.

2024 Goals from Board

- Culture building
- Increased presence in community
- Begin renovation process

2024 Review

- New logo, new website
- Increased meeting rooms, programs
- New partnerships, outreach, etc.
- What was your most impactful takeaway for WCPL from 2024?
Feedback from Board:
 - *Increased use of public spaces (meeting rooms, etc.)*
 - *Outreach*
 - *Program variety*
 - *The number of places both in and out of the building*
 - *Senior Center*
 - *StoryWalk*
 - *Renovation process was started*
 - *We're in the community and making more connections*

2025 Goals

- *BOARD FEEDBACK: Several things feel up in the air with legislative unknowns. Continue forward with current plans for renovation and promotion of the library.*

Renovation & Legislative Update

Renovation

- 5/14 - Schematic Design presentation to the Board by Luminaut
- 5/5 - Meeting planned with Luminaut and Baker Tilly and Ice Miller for cost estimates and tax impact.
- Shared rough idea of timeline for bond process.

Legislation

- State Level - SB1 - effects TBD
- Federal Level - IMLS Dissolution – effects TBD
 - 30% cut to ISL - effects TBD
 - Likely impact ILL service and Libby

2025 WCPL Board Retreat – April 24, 2025

- LSC – Starting the conversation of alternative funding options to be considered for public libraries

Staffing

- 5 PT staff transitioned to FT staff, greater investment, including in leadership (+100hrs)
- Planning to hire 1 PT staff for new marketing position (+20hrs)
- 3 PT and 1 FT staff have left the library for various reasons (-85hrs)
- Adjusting how we approach work to be more cross-collaborative and supportive.
 - Shelving is being shared by more staff in addition to dedicated shelveers.

2025 Issues to Address

Dress Code – (redefining)

- Board preference in staff dress/presentation?
 - *BOARD FEEDBACK: Business casual (tough to define), approachable, presentable, include images for clarity*

Vacation Policy – (exploring)

- Shift from education-based classification to job role classification for benefits
- Add pro-rated vacation and holiday benefits for 15hr staff (4 staff)

Non-resident Cards

- NR Student Cards – the current policy is misinterpreted and will need to be addressed. The resolution allows for cards to be issued to students within the “library” district, not the “school” district.
- NR Teacher Cards
 - Each school has one physical card to be shared by teachers.
 - “They would really like to get books specific to their lessons that are available at your library and are not available in our school libraries.” ~ teacher at WCS.
 - According to 2024 stats, only 3 (4%) out of 92 teacher cardholders are non-resident cardholders. Of the 347 teachers, 255 are not cardholders.
 - *BOARD FEEDBACK: Goodwill gesture, commitment we can make, help connect us to the school, encourage use and appreciation for the library.*

Homeschool Events

- Requests for events (non-curriculum)
- > 1,100 members on Kosciusko FB page
 - *BOARD FEEDBACK: Ok to do if events are open to everyone, which is our mission as a public library – to serve everyone.*

2025 WCPL Board Retreat – April 24, 2025

The meeting was adjourned at 7:30 pm.

Respectfully Submitted:

Attested:

Heather Barron

Executive Director

Cathi Zdenek

Secretary