



WARSAW COMMUNITY PUBLIC LIBRARY

310 E Main Street, Warsaw IN 46580

BOARD OF TRUSTEES MEETING AGENDA December 8, 2025 - 4 PM - Meeting Room AB

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. ADOPTION OF AGENDA
- D. APPROVAL OF MINUTES
 - 1. November 17, 2025 Public Hearing
 - 2. November 17, 2025 Monthly Meeting
 - 3. November 17, 2025 Executive Session
- E. FINANCIAL REPORT
- F. DIRECTOR'S REPORT
- G. COMMITTEE REPORTS
 - 1. Renovation Committee
- H. OLD BUSINESS
- I. NEW BUSINESS
 - 1. 2026 Slate of Board Officers
 - 2. Computer Usage & Internet Acceptable Use Policy
 - 3. 2026 Wage/Salary Table
 - 4. Vacation Policy
 - 5. 2026 Executive Director's Salary/Compensation/Vacation
 - 6. Health Savings Account Contribution
- J. ADJOURNMENT

12-4-25

WCPL Trustees	Appointing Body	Term
Chris Merrill, President	Kosciusko County Commissioners	6/30/25 - 6/30/29
Tim Keyes, Vice President	Kosciusko County Commissioners	6/30/22 - 6/30/26
Ben Rice, Treasurer	Kosciusko County Council	6/30/25 - 6/30/29
Cathi Zdenek, Secretary	Warsaw Community Schools	8/31/23 - 8/31/27
Jill Beehler	Warsaw Community Schools	11/10/23 - 11/10/27
Jennifer Hicks	Kosciusko County Council	6/30/22 - 6/30/26
Barbara Beck	Warsaw Community Schools	9/9/24 - 9/9/28

warsawlibrary.org 
574.267.6011 

**EXCERPTS FROM MINUTES OF A MEETING
OF THE BOARD OF TRUSTEES
WARSAW COMMUNITY PUBLIC LIBRARY**

A meeting of the Board of Trustees (the "Board") of Warsaw Community Public Library (the "Library") was held at the Warsaw Community Public Library, Warsaw, Indiana, on November 17, 2025 at the hour of 4:00 p.m. (Local Time), pursuant to notice duly given in accordance with the rules of the Board.

The meeting was called to order by the President of the Board.

On call of the roll, the members of the Board were shown to be present or absent as follows:

Present: Chris Merrill, Tim Keyes, Jennifer Hicks, Cathi Zdenek, Ben Rice,
Barbara Beck, and Jill Beehler

Absent:

(Among other proceedings had and actions taken were the following:)

The President presided over the hearing welcoming everyone and introducing members of the Board and speakers.

It was explained to the Board that under Indiana Code § 6-1.1-20-3.1 whenever a library proposes to issue bonds for the construction or renovation of a library building resulting in total project costs in excess of certain thresholds, the Library needs to hold two public hearings on its preliminary determination to issue such bonds. The first hearing on the preliminary determination for the Project (as defined herein) was held on October 20, 2025. Notice of both public hearings was published in the Times-Union on October 8, 2025 and was sent via first-class mail to the Kosciusko County Clerk and any organizations which requested such notice as provided in Indiana Code 6-1.1-20-3.1. The proof of publication of the notice of the hearings were presented to the meeting.

It was explained that at this hearing all interested people may give testimony and/or ask questions concerning the renovation of and improvements to the Warsaw Public Library, including site improvements and the purchase of equipment and technology (the "Project"). The President announced that the Board would now hear testimony and questions from the public.

At the conclusion of the public testimony and question, the Board considered the Preliminary Determination Resolution to issue bonds in order to complete the Project. On motion duly made and seconded, the resolution attached as Exhibit A was approved.

The President further stated that the Board needed to consider a Reimbursement Resolution. On motion duly made and seconded, the resolution attached as Exhibit B was adopted.

Motion made and seconded to adjourn the meeting. Meeting adjourned.

Secretary, Board of Trustees

ATTEST:

President, Board of Trustees

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
November 17, 2025**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:37 PM on Monday, November 17, 2025. Members Ben Rice, Barbara Beck, Jen Hicks, Tim Keyes, Jill Beehler, and Cathi Zdenek were in attendance. Executive Director Heather Barron, Business Manager Renee Sweeny, Administrative Liaison Robin Fosnaugh, and five guests were also present.

READING AND APPROVAL OF AGENDA

The agenda for the November 17, 2025, meeting was reviewed. Tim Keyes moved to approve the agenda as presented.

SECOND: Ben Hicks

MOTION: Passed

READING AND APPROVAL OF MINUTES

The Board reviewed the minutes from the October 20, 2025, First Preliminary Determination Hearing. Cathi Zdenek moved to approve the minutes as presented.

SECOND: Tim Keyes

MOTION: Passed

The minutes from the October 20, 2025, monthly meeting were reviewed. Tim Keyes moved to approve the minutes as presented.

SECOND: Barbara Beck

MOTION: Passed

The minutes from the November 3, 2025, executive session were reviewed. Tim Keyes moved to approve the minutes as presented.

SECOND: Cathi Zdenek

MOTION: Passed

FINANCIAL REPORT

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

SECOND: Jill Beehler

MOTION: Passed

DIRECTOR'S REPORT

Executive Director Heather Barron announced that Andrea Shoemaker-Granger joined the WCPL staff as a part-time marketing assistant.

The library closed on October 25 due to an emergency caused by a burst pipe that flooded the east hallway and surrounding areas. The lower east section of the building was off-limits to staff and visitors for a week. The Friends of the Library were unable to open the bookstore for two weeks, and the Cataloging Department remains temporarily relocated to the activity room. Jim Price gave a detailed report on the damage.

Heather attended a meeting that focused on how libraries were preparing for potential budget cuts caused by the impact of SEA 1 and the loss of local income tax for public libraries. LIT is approximately 1/3 of WCPL's current revenue.

Dr. Steve Carr will give a lecture on "Hollywood and the Holocaust" during the Americans and the Holocaust exhibit next summer.

During the two-week closure, the Friends of the Library reorganized books for the upcoming sale and cleaned the bookstore.

The Administration Department won the second fall decorating contest.

October events, department highlights, stats, and media posts were reviewed.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Heather requested that the library close on March 12, 2026, for staff development. Cathi Zdenek moved to approve the closure.

SECOND: Jill Beehler

MOTION: Passed

A Preliminary Determination Resolution was reviewed. Jill Beehler moved to adopt the resolution.

SECOND: Cathi Zdenek

MOTION: Passed

A Preliminary Reimbursement Resolution was reviewed. Ben Rice moved to adopt the resolution.

SECOND: Tim Keyes

MOTION: Passed

ADJOURNMENT

With no additional business to discuss, Tim Keyes moved to adjourn the meeting at 5:08 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Administrative Liaison

Cathi Zdenek
Secretary

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE SESSION MINUTES
November 17, 2025**

CALL TO ORDER

The meeting was called to order at 5:15 PM on Monday, November 17, 2025. Members present included Chris Merrill, Cathi Zdenek, Barbara Beck, Ben Rice, Jennifer Hicks, Jill Beehler, and Tim Keyes.

PURPOSE

The Board met in executive session to discuss the job performance evaluation of an individual employee, as authorized under IC 5-14-1.5-6.1(b) (9). No other topics were discussed during the session.

ADJOURNMENT

By Board consensus, the meeting adjourned at 6:30 PM.

Respectfully Submitted:

Attested:

Cathi Zdenek
Secretary

Chris Merrill
President