



WARSAW COMMUNITY PUBLIC LIBRARY

310 E Main Street, Warsaw IN 46580

BOARD OF TRUSTEES MEETING AGENDA January 12, 2026 – 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. 2026 Board Meeting Dates
 - 2. 2026 Board of Finance Officers Slate
 - 3. Annual Review of Committee Appointments
 - 4. Resolution for Corporation or Unincorporated Association
 - 5. Resolution to Encumber 2025 Operating Fund
 - 6. Election of 2026 Board of Trustees Officers
- J. ADJOURNMENT

ANNUAL BOARD OF FINANCE MEETING AGENDA 4:30 PM – Meeting Room AB

- A. CALL TO ORDER
- B. OLD BUSINESS
- C. NEW BUSINESS
 - 1. Election of 2026 Board of Finance Officers
 - 2. 2025 Investments Report
 - 3. Review of the Investments Policy
- D. ADJOURNMENT

1-8-26



**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
December 8, 2025**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:00 PM on Monday, December 8, 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 one guest were also present.

READING AND APPROVAL OF AGENDA

The agenda for the December 8, 2025, meeting was reviewed. Tim Keyes moved to approve the agenda as presented.

SECOND: Jill Beehler

MOTION: Passed

READING AND APPROVAL OF MINUTES

The Board reviewed the minutes from the November 17, 2025, Second Preliminary Determination Hearing. Cathi Zdenek moved to approve the minutes as presented.

SECOND: Barbara Beck

MOTION: Passed

The minutes from the November 17, 2025, monthly meeting were reviewed. Tim Keyes moved to amend the minutes to correct the name from Ben Hicks to Ben Rice.

SECOND: Cathi Zdenek

MOTION: Passed

The minutes from the November 17, 2025, executive session were reviewed. Jill Beehler moved to approve the minutes as presented.

SECOND: Ben Rice

MOTION: Passed

FINANCIAL REPORT

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

SECOND: Barbara Beck

MOTION: Passed

DIRECTOR'S REPORT

Executive Director Heather Barron announced that Shirley Glade of North Manchester will share her father-in-law's story during the *Americans and the Holocaust* exhibit next summer.

The Friends of the Library raised over \$1,000 at the November book sale. The next book sale will be held on December 11th and 12th.

VFP performed the annual fire system inspection and found that the dry sprinkler system needs the flapper and accelerator replaced.

November events, departmental highlights, stats, and media posts were reviewed.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Trustees discussed the 2026 slate of officers, which will be elected at the January 2026 monthly meeting. The nominees for 2026 are President Chris Merrill, Vice President Tim Keyes, Secretary Cathi Zdenek, and Treasurer Ben Rice. Ben Rice moved to accept the 2026 nominations.

SECOND: Jill Beehler

MOTION: Passed

The Computer Usage and Internet Acceptable Use Policy was reviewed, and no changes were recommended. Cathi Zdenek moved to approve the policy as presented.

SECOND: Barbara Beck

MOTION: Passed

The wage/salary table for 2026 was reviewed. Tim Keyes moved to approve the table as presented.

SECOND: Cathi Zdenek

MOTION: Passed

Updates to the vacation policy were reviewed. Tim Keyes moved to approve the policy as presented.

SECOND: Jen Hicks

MOTION: Passed

Chris Merrill proposed a 4% salary increase and an additional 5 days of vacation for Executive Director Heather Barron in 2026. Tim Keyes moved to approve the increases.

SECOND: Cathi Zdenek

MOTION: Passed

After discussion, Chris suggested that the monthly HSA contributions for each eligible employee remain at \$100, with a maximum of \$1,200 for 2026. Tim Keys moved to approve the contribution.

SECOND: Jill Beehler

MOTION: Passed

ADJOURNMENT

With no additional business to discuss, Tim Keyes moved to adjourn the meeting at 4:27 PM.

SECOND: Jen Hicks

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Administrative Liaison

Cathi Zdenek
Secretary