

**Warsaw Public Library
Open Meeting of the Board of Trustees
Minutes for Tuesday, January 13, 2026 at 6:00 PM**

Call to order and roll call: The meeting was called to order at 6:05 p.m. By President Shani Jones. Also present were Trustees: Susan Schell and Jason Linderman, Library Director Lisa Gricius, and Town Board member Travis Jones. Absent: Liz Fox and John Rutledge.

Motion: Approve/Waive reading of minutes from **Tuesday, December 9, 2025 (attached)**

Motion: Jason Linderman

2nd: Shani Jones

Ayes: 3 Noes: 0 Absent: (2) Liz Fox and John Rutledge

Defeated: No Carried: Yes, unanimously: Shani Jones, Susan Schell and Jason Linderman

Finance:

1. Motion to Audit and Approve the abstract of audited vouchers

181- 192 & 1-4 Total Amount: \$ 6,948.21

Motion: Shani Jones

2nd: Susan Schell

Ayes: 3 Noes: 0 Absent: (2) Liz Fox and John Rutledge

Defeated: No Carried: Yes, unanimously: Shani Jones, Susan Schell and Jason Linderman

New Business:

1. Election of Officers

A motion was made by Susan Schell to nominate Shani Jones as WPL Board of Trustees President.

Jason Linderman seconded the motion.

Ayes: 3 Noes: 0 Absent: (2) Liz Fox and John Rutledge

Defeated: No Carried: Yes, unanimously: Shani Jones, Susan Schell and Jason Linderman

A motion was made by Shani Jones to nominate Jason Linderman as WPL Board of Trustees Vice President.

Susan Schell seconded the motion.

Ayes: 3 Noes: 0 Absent: (2) Liz Fox and John Rutledge

Defeated: No Carried: Yes, unanimously: Shani Jones, Susan Schell and Jason Linderman

A motion was made by Jason Linderman to nominate Susan Schell as WPL Board of Trustees Secretary.

Shani Jones seconded the motion.

Ayes: 3 Noes: 0 Absent: (2) Liz Fox and John Rutledge

Defeated: No Carried: Yes, unanimously: Shani Jones, Susan Schell and Jason Linderman

2. Motion to review and approve Conflict of Interest Policy (*last reviewed 1/2023/No changes made.*)

Motion: Shani Jones

2nd: Susan Schell

Ayes: 3 Noes: 0 Absent: (2) Liz Fox and John Rutledge

Defeated: No Carried: Yes, unanimously: Shani Jones, Susan Schell and Jason Linderman

3. Motion to review and approve Confidentiality of Library Records Policy/Foil Request Form (*last reviewed 10 & 11/2024/No changes made*)

Motion: Jason Linderman

2nd: Susan Schell

Ayes: 3 Noes: 0 Absent: (2) Liz Fox and John Rutledge

Defeated: No Carried: Yes, unanimously: Shani Jones, Susan Schell and Jason Linderman

4. Motion to review and approve Emergency/Disaster Plan including Emergency Closing Policy (*to be reviewed annually*)

Motion: Shani Jones

2nd: Susan Schell

Ayes: 3 Noes: 0 Absent: (2) Liz Fox and John Rutledge

Defeated: No Carried: Yes, unanimously: Shani Jones, Susan Schell and Jason Linderman

Old Business: Transfer \$30,000.00 from Fund Balance to Maintenance/Repairs line item for shingled roof replacement/roof repair - Tabled pending further information as of 9/4/2025 Board Meeting

1. Motion: Declare the tabled motion concerning a thirty-thousand-dollar fund balance transfer for roof repair no longer relevant. The motion directs the Secretary to remove the item from the minutes.

Motion: Susan Schell

2nd: Jason Linderman

Ayes: 3 Noes: 0 Absent: (2) Liz Fox and John Rutledge

Defeated: No Carried: Yes, unanimously: Shani Jones, Susan Schell and Jason Linderman

Notable Discussion/Director Updates:

- Applied for and received a coordinated outreach services grant for \$1000.00 from OWWL Library System for large print materials.
- Applied for and received a Conable Family Foundation gift for \$2000.00 for teen programming.
- Attended a Friends of the Warsaw Public Library Executive meeting to discuss financial support for 2026.
- Attended the December Town Board Meeting.

Renovation update: Attended in person Construction Meetings 12/8 and 1/5. Luke Conley was also in attendance. Will provide updates at board meeting 1/13

Update to Holiday Hours 2026. Change hours 12/26 and 12/31. Close Saturday, 12/26 and open Thursday, 12/31 from 10-2, instead of being closed all day.

2024-2026 Construction Aid Update: Aid monies are being released to System shortly for construction aid granted to replace our shingled roof. I sent system the signed FS 10 Forms which indicated the project had to be started 7/1/2024 and completed by 6/30/2026. The roof project must be completed by that deadline. As per system, if it is not, there will most likely be a penalty or legal issues since the library board filed assurances stating that the project would be done by that date. Since this application is complicated by the insurance claim, and the town taking over payment/billing, this could affect the closeout, and I expressed my concerns to Travis who contacted Shane at Over-the-Top Roofing to re-iterate the necessity that this project is completed by June.

Personnel Handbook is being revised for approval in February to reflect new 2026 federal/state laws being implemented.

Long Range Plan 2022-2026 Board should review our current plan and evaluate its goals and work on any not met in preparation for the 2027 Cohort at System. Director spoke to Ron at system who stated that closer to the end of the year the board can pass a resolution to extend our current plan for one year, then we can join the System's 2027 planning cohort and build a new long-range plan in 2027 for 2028+. This will also give us time in the new space, and what goals we need to work on for the future.

Motion to Adjourn: Shani Jones 6:29 p.m.

Board Signature_____