

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
JANUARY 12, 2022**

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by President Nancy Knochel. Those in attendance were: Justin Wiley, Patrick Downey, Scott Willis and Kim Patton. Jodi Dubovich and Amber Van Der Berg attended via Zoom. Also present were: WWPL Director Sheryl Sollars, Attorney Eric Douthit and Marc Griffith of Veridus.

2. APPROVAL OF THE DECEMBER 8, 2021 EXECUTIVE SESSION AND REGULAR BOARD MEETING MINUTES.

Correction in the Executive Session minutes changed the word Education to Library. In the regular meeting minutes 6b ii A a the acronym RFD should be RFP. Scott made a motion to approve the minutes of the December 8, 2021 executive session and regular board meeting minutes with the corrections stated. Patrick seconded the motion. The motion was approved unanimously by Nancy, Justin, Amber, Patrick, Jodi, Kim and Scott.

3. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$19,019,240.15.

b. Receipts:

Receipt #318 for \$50,240.42 is the December LIT distribution.

Receipt #320 for \$359,424.64 is the December Property Tax Settlement.

The Operating Fund receives \$226,916.06 with \$3,952.00 audit costs from Property Tax and \$10,672.04 from license excise

The Debt Service Fund receives \$113,801.69 from Property Tax and \$4,182.86 from license excise.

Receipt #321 for 18.74 is FIT. Operating Fund receives \$13.43 and Debt Service receives \$5.31.

Receipt #322 for \$4,102.00 is CVET. \$2,939.13 for the Operating Fund and \$1,162.87 for Debt Service.

Receipt #324 for \$1,659.25 is a transfer from the Debt Service Fund to the Rainy Day Fund.

Receipt #326 for \$210,031.29 reimburses the Rainy Day Fund from the New Library Construction Fund for New Library project costs.

Receipt #327 for \$17,742,208.30 is bond proceeds. \$16,557,750.00 goes in the New Library Construction Fund and \$1,184,458.30 goes in the BIRF Fund.

Receipt #342 for \$4,702.48 is reimbursement for the 2021 LSTA Grant.

Receipt #350 for \$1,000.00 is the IEEE Grant.

c. Vouchers:

Claim #67 is to Baker Tilley for \$78,000.00 for professional services in dealing with the bond.

Claim #62 is to KrM Architecture for \$14,559.36 for professional services.

Claim #63 is to Veridus for \$6,043.12 for professional services.

Claim #1 is to The Bank of New York Mellon for \$168,650.00 for the 2012 bond payment.

Claim #18 is to Dell Financial Services for \$831.06 for the February payment for the new computers lease.

Claim #19 is to Dell Financial Services for \$2,076.96 for December and January lease payments and startup fees.

Claim #61 is to K Design for \$5,068.75 for web design. (This comes from the ARPA grant).

Claim #60 is to McGovern Consulting Group for \$5,000.00 as the Foundation fundraising consultant.

Claim #27 is to The Bank of New York Mellon for \$500.00 for the service fee for the 2012 bonds.

Claim #64 is to The Bank of New York Mellon for \$1,327.50 for interest payment on the 2020 bonds.

d. Scott made a motion to pay the bills in the amount of \$353,230.45. Justin seconded the motion. The motion was approved unanimously by Nancy, Justin, Amber, Patrick, Jodi, Kim and Scott.

e. We received our 1782 notice and 2022 budget order on December 27, 2021. Upon recommendation from Mike Reuter we made a couple of revisions and sent the 1782 back in. Those revisions were approved by the DLGF so the 2022 budget has been approved. The Rainy Day budget is \$350,000.00. The General Fund

budget is \$1,762,600.00 with a certified rate of .0225. The Debt Service Fund budget is \$1,191.874.00 with a certified rate of .0295. The total budget is \$3,351,136.00 for a certified rate of .0520.

- f. Scott Willis completed 30 years of service with the U.S. Marines and is retiring. He was thanked for his service.

4. UNFINISHED BUSINESS.

a. Director's Report.

- i. There was a typo on the Library Appropriation Resolution that was approved last month. 3.22 Postage/UPS should read 3.21 telephone and internet. Nancy moved to approve the resolution with the correction. Kim seconded the motion. The motion was approved unanimously by Nancy, Justin, Amber, Patrick, Jodi, Kim and Scott.

b. Building Report – none.

c. Personnel.

- i. 2022 Salaries effective with Payroll beginning 1/03/2022.
Nancy made a motion stating that the 2022 salaries and pay raises were approved effective with the payroll beginning 1/3/2022. Kim seconded the motion. The motion was approved unanimously by Nancy, Justin, Amber, Patrick, Jodi, Kim and Scott.
- ii. Staff changes.
Judy Elliott, Circulation Assistant, has resigned due to illness. We have already hired another a new one. We have hired a new Part-time Library Assistant to cover some lost hours because of Rex's illness. Tammy Joyce, Assistant Circulation Manager, was working part-time in IRS but now is back working full-time in Circulation.

d. WWPL New Library Project

- i. 2021 New Library Project Bonds.
We have received the bond proceeds and they have been deposited into the correct accounts.
- ii. Building Committee/Director Update.
 - A. Veridus Update.
The design team is on hold until the final details of the land swap has been finalized. Veridus and Meyer-Najem are focusing on the budget and four different scenarios will be presented. Relocation costs are being investigated. Consideration should be given as to how much of the proceeds from the current library will go to the new library.
 - B. Update on WWT partnership.
The Township will present a proposal to the library next week about how they would fit in. There was some mention of increasing the community room size but that will not happen.
 - C. Eric indicated that there is change to the timeline and once decisions are made concerning the land there is a minimum of 90 days before we can get permits. We do need more detail from the engineering standpoint. Also we need to see a contract concerning the land swap by the next meeting; if we don't have it we should walk (not from the property but from the Moyer property). It will possibly be the May-June timeframe before we have constructible drawings.
 - C. Update on the sale of the Current Building.
WWS will be moving forward on purchasing the building and leasing it to the library.

e. 2020 GO Bond Update.

- i. Outreach Vehicle -- Sheryl is waiting to hear when the vehicle will be delivered.

f. COVID 19.

The library has not had to cancel any programs. Only one employee is out with COVID. Employees wear masks in public areas.

g. Board Committees.

The committee are comprised of the following board members:

Liaison to the Library Foundation Board – Scott Building Committee – Scott, Nancy, Justin
Personnel Committee – Jodi, Amber Policy Committee – Patrick, Nancy
Budget Committee -- Kim

h. Library Calendar Christmas 2022 and New Year 2023.

When the calendar was approved last month Sheryl didn't realize Christmas and New Year's was on a Sunday. She requested we close 12/26/2022 and 1/2/2023 as well as 12/25/22 and 1/1/23 (both the Sunday and Monday). Kim made a motion to also close on Monday December 25, 2022 and Monday January 2, 2023. Scott seconded the motion. The motion was approved unanimously by Nancy, Justin, Amber, Patrick, Jodi, Kim and Scott.

i. Other.

Sheryl would like to schedule a special board meeting with the Foundation's Fundraising Consultant. Board members agreed and the meeting will be held January 31st at 7:00 PM.

5. NEW BUSINESS.

a. WWPL Code of Conduct Revision.

Nancy made a motion to approve the revisions to the WWPL Code of Conduct. Kim seconded the motion. The motion was approved unanimously by Nancy, Justin, Amber, Patrick, Jodi, Kim and Scott.

b. Library Appropriation Resolution.

To cover the bonus given funds need to be moved. Nancy made a motion to approve the Library Appropriation Resolution. Scott seconded the motion. The motion was approved unanimously by Nancy, Justin, Amber, Patrick, Jodi, Kim and Scott.

c. Resolution to Establish Non-Resident Fee for 2022.

Nancy made a motion to approve the Resolution to Establish the Non-Resident Fee. Justin seconded the motion. The motion was approved unanimously by Nancy, Justin, Amber, Patrick, Jodi, Kim and Scott.

d. Resolution to Pay Bills With Prior Approval.

This is done every year so that we can pay bills so they won't be late. Nancy made a motion to approve the Resolution to Pay Bills With Prior Approval. Scott seconded the motion. The motion was approved unanimously by Nancy, Justin, Amber, Patrick, Jodi, Kim and Scott.

e. Review of WWPL Board Bylaws.

The by-laws were reviewed. There were no changes.

f. PLAC Report. The PLAC report was signed.

g. Library Communications.

Because of the need for communications that Scott mentioned last meeting Sheryl has asked Tammy Sanders to come up with a proposal to help with our communications. Scott suggested that Sheryl look into internships for seniors.

h. Other -- none.

8. AUDIENCE TO THE PUBLIC – none.

9. ADJOURNMENT.

The meeting was adjourned 8:02 PM.

Respectfully submitted,



Nancy Knoechel, President

Scott Willis, Vice President



Amber Van Den Berg, Secretary

smr

Westfield Washington Public Library

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Westfield Washington Public Library: Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Westfield Washington Public Library, Westfield, Hamilton County, Indiana, that for the expenses of the Westfield Washington Public Library, the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
PERSONAL SERVICES	
1.11 Salary of Director	\$ 910.20
1.22 P.E.R.F	\$ 52.36
TOTAL	\$ 962.56

Sec. 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REDUCED
BOOKS-ADULT	\$ 962.56
TOTAL	\$ 962.56

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted this 12th day of January 2022, by the following aye and nay vote.

AYE	NAY
<u><i>Kim Payne</i></u>	_____
<u><i>Franklin Doherty</i></u>	_____
<u><i>Justin G. Rupp</i></u>	_____
<u><i>Scott G. Willis</i></u>	_____
<u><i>Nancy K. Hoekel</i></u>	_____
<u><i>Amber Van Den Berg</i></u>	_____
<u><i>Jodi Doherty</i></u>	_____
_____	_____
_____	_____

ATTEST: Amber Van Den Berg
Secretary, Westfield Washington Public Library
Board of Trustees

Westfield Washington Public Library

RESOLUTION TO ESTABLISH NON-RESIDENT FEE

Whereas, IC 36-12-2-25(c) requires that an individual non resident fee be established, the members of the Westfield Washington Public Library Board do resolve to establish the non-resident fee at \$63.00 for an individual non-resident card and \$63.00 for a family non-resident card, effective January 13, 2022. Be it further resolved that this fee will remain in effect until such time that the library board passes a new non resident fee resolution.

Adopted this 12th day of January 2022

AYE

NAY

[Signature]

Frank A. Dewey

Mark L. Boyd

Betta A. Will

Nancy Knoche

 DocuSigned by:
Amber Van Den Berg

 DocuSigned by:
 71D3AFCE275F4A0...
Jodi Dubovich

 9FB7F9B806AC4A1...

ATTEST:

DocuSigned by:
Amber Van Den Berg

 Secretary 71D3AFCE275F4A0...

Westfield Washington Public Library Board of Trustees

Westfield Washington Public Library

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Westfield Washington Public Library must pay its bills on time and the Westfield Washington Public Library board requests that all bills be paid by their due date, the Westfield Washington Public Library board approves the following types of disbursements be made before the monthly regularly scheduled library board meeting as allowed by Indiana Code 36-12-3-14(a)(1-11).

- (1) Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- (2) Dues, subscriptions, and publications.
- (3) License or permit fees.
- (4) Insurance premiums.
- (5) Utility payments or connection charges.
- (6) Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- (7) Grants of state funds authorized by statute.
- (8) Maintenance and service agreements.
- (9) Legal retainer fees.
- (10) Conference fees.
- (11) Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) inservice training;
 - (B) attending seminars or other special courses of instruction;
 - (C) tuition reimbursement, if the library board determines that the expenditures under this subsection directly benefit the library.
- (12) Leases or rental agreements.
- (13) Bond or coupon payments.
- (14) Payroll costs.
- (15) State, federal, or county taxes.
- (16) Expenses that must be paid because of emergency circumstances.
- (17) Expenses for advertising and Promoting Library Services
- (18) Other expenses described in another library board resolution

The Westfield Washington Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this the 12th Day of January 2022.

AYE

NAY

<u>Kim P...</u>	_____
<u>Patrick A. Dasey</u>	_____
<u>Grant S. ...</u>	_____
<u>Scott A. Will</u>	_____
<u>Nancy Knochel</u>	_____
<small>DocuSigned by:</small> <u>Amber Van Den Berg</u>	_____
<small>DocuSigned by:</small> <u>Jodi Dubonick</u>	_____
_____	_____
_____	_____

ATTEST:

DocuSigned by:
Amber Van Den Berg
Secretary, Westfield Washington Public Library
Board of Trustees

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
BOARD OF FINANCE MEETING MINUTES
JANUARY 12, 2022**

1. CALL TO ORDER.

The meeting was called to order at 8:03 PM by President Nancy Knochel. Those in attendance were: Patrick Downey, Kim Patton, Scott Willis, Justin Wiley, Amber Van Der Berg and Jodi Dubovich. Director Sheryl Sollars was also present.

2. ELECTION OF OFFICERS.

Nancy made a motion that the 2022 Board of Trustees officers serve as 2022 Board of Finance officers. Scott seconded the motion. The motion was approved unanimously by Nancy, Justin, Amber, Patrick, Jodi, Kim and Scott.

3. REVIEW OF THE REGISTER OF INVESTMENTS FOR 2021.

We did not have any investments in 2021. Sheryl will look into the Indiana Trust Fund for this year.

4. REVIEW OF FINANCE POLICY

The finance policy was reviewed. There were no changes.

5. ADJOURNMENT

Hearing no opposition President Nancy Knochel adjourned the meeting at 8:05 PM.

Respectfully submitted,

Scott A. Willis

~~Nancy Knochel, President~~

Scott Willis, Vice President

Amber Van Der Berg

Amber Van Der Berg, Secretary

smr