

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
COMMUNITY ROOM OR VIA ZOOM  
FEBRUARY 9, 2022**

**1. CALL TO ORDER.**

The meeting was called to order at 7:00 PM by Vice-President Scott Willis. Those in attendance were: Patrick Downey, Kim Patton, Jodi Dubovich and Amber Van Den Berg. Justin Wiley attended via Zoom at 7:05 after the treasurer's report was read. Absent was Nancy Knochel. Also present were: WWPL Director Sheryl Sollars, Attorney Eric Douthit and Marc Griffith of Veridus.

**2. APPROVAL OF THE JANUARY 12 REGULAR BOARD MEETING AND BOARD OF FINANCE MEETING MINUTES AND JANUARY 31, 2022 SPECIAL MEETING MINUTES.**

Amber made a motion to approve the minutes of the January 12, 2022 regular board meeting, and Board of Finance meeting and the January 31, 2022 special board meeting minutes. Kim seconded the motion. The motion was approved unanimously. (5-0).

**3. ACTING TREASURER.**

Patrick was appointed Acting Treasurer.

**4. TREASURER'S REPORT.**

- a. Patrick read the treasurer's report. The total of all banks was \$18,697,163.81.
- b. Receipts:  
Receipt #3 for \$50,322.33 is the January LIT distribution which is slightly larger than last year.
- c. Vouchers:  
Claim #125 is to Alt & Witzig Consulting for \$1,950.00 for environmental assessment professional services.  
Claim #126 is to KrM Architecture for \$21,539.00 for professional services.  
Claim #127 is to Veridus for \$12,078.96 for professional services.  
Claim #108 is to K Design for \$5,068.75 for web design. (This comes from the ARPA grant).
- d. Amber made a motion to pay the bills in the amount of \$162,761.96. Jodi seconded the motion. The motion was approved unanimously by Amber, Patrick, Jodi, Kim, Scott and Justin. (6-0).

**5. UNFINISHED BUSINESS.**

**a. WWPL New Library Project**

**i. Building Committee/Director Update.**

**A. Veridus Update.**

**a. Update on strategy meetings.**

There was a meeting on the 25<sup>th</sup> to identify the scope which is 42,000 sq. ft. Some changes were made and Meyer-Najem is incorporating them and updating the budget target. No programming spaces were changed. The goal is to have the schematic design by March 1<sup>st</sup>, the complete design by May 1<sup>st</sup> and the final architectural July 1<sup>st</sup>. The relocation estimate is around \$130,000.00.

**i. Site Update.**

Decisions need to be made on the real estate contract. The seller is supposed to have all the permits in place by February 28<sup>th</sup>. Because of the new filing for the PUD, the earliest the property will be zoned appropriately is 90 days. Our current due diligence date is March 4<sup>th</sup> but we do not have enough engineering to make that assessment. Also we need to see the purchase agreement for the land swap with Mr. Moyer as we are buying the land from Birch and we need to see the agreement from his lender to release the property free and clear. At this time the demolition is scheduled for April 4<sup>th</sup>.

--- Scott made a motion that through our attorney we need to see the documentation of the release of his property within thirty days as well as the finalization of the signed contract with Moyer for the land swap and thirdly that we are protected and able to be released

from the contract in the next 120 days with the caveat that we can skip out. Kim seconded the motion. The motion was approved unanimously by Amber, Patrick, Jodi, Kim, Scott and Justin. (6-0).

**B. Update on WWT partnership.**

The library will buy the property and the township will buy their property from us. The advantages are that we will get some money back and services will be shared, e.g janitorial, IT, snow removal. The building will be connected and the property line down the middle of the wall

**C. Update on Sale of Current Building.**

The schools and library have reached a handshake agreement for the purchase and lease.

The lawyers are the same for both school and library which is a conflict of interest. However in this situation is it felt that with written approval the firm can represent both the school and the library.

The school have agreed for the firm to write the contract. It was suggested to have a highly publicized joint meeting with the schools to seal the deal. Kim made a motion to waive the conflict of interest to allow Church, Church, Hittle + Atrium to negotiate the contract between the school and the library.

Amber seconded the motion. The motion was approved unanimously by Amber, Patrick, Jodi, Kim, Scott and Justin. (6-0).

--- Scott made a motion to approve funding for two appraisals of Birch's land. Kim seconded the motion. The motion was approved unanimously by Amber, Patrick, Jodi, Kim, Scott and Justin. (6-0).

**b. Director's Report – no questions.**

**c. Building Report.**

**i. Staff bathroom repair.**

A pipe was repaired in the staff bathroom. There had been a crack in the pipe.

**ii. The schools did have a building inspector come on Monday February 7<sup>th</sup>.**

**d. Personnel – no staff changes.**

**e. 2020 GO Bond Update.**

**i. Outreach Vehicle -- Should arrive in mid to late March.**

**ii. Scan station – should come tomorrow, February 8<sup>th</sup>.**

**f. Communications Consultant.**

Scott made a motion to approve hiring a communications consultant as presented on pages 55 and 56. Amber seconded the motion. The motion was approved unanimously by Amber, Patrick, Jodi, Kim, Scott and Justin.

**g. Website and Branding update.**

Sheryl will bring updates on the web design and branding for the board to see.

**h. Other.**

A. Hamilton East has had a lot of book challenges. Sheryl clarified our procedure for challenged books. A form needs to be filled out, then it goes to the department head for review. Then it goes to Sheryl. If the challenge is still not resolved it goes to the board. We haven't had any formal challenges in years. Board members should say we have a procedure and collection development policy and take it to Sheryl. Also if seeing on social media send it to Sheryl and copy Tammy Sanders and Nancy Knochel.

B. Kim made a motion to establish an Emergency Connectivity Fund (ECR). Jodi second motion. The motion was approved unanimously by Amber, Patrick, Jodi, Kim, Scott and Justin. (6-0).

**6. NEW BUSINESS.**

**a. 2022 LIT Distribution.**

We received a modest increase over last year. Mike Reuter doesn't know why we didn't receive more.

**b. 2021 Indiana State Library Annual Report.**

Sheryl sent the report. All numbers were up, moving toward the 2019 numbers.

**c. 2021 Library Financial Annual Report.**

The financial report was published in the Hamilton County Reporter and Times. Amber made a motion that the board has reviewed the financial report. Jodi seconded the motion. The motion was approved unanimously by Amber, Patrick, Jodi, Kim, Scott and Justin. (6-0).

**d. Other.**

It was clarified that the new library building can be added onto both architecturally and structurally.

**7. AUDIENCE TO THE PUBLIC – none.**

**8. ADJOURNMENT.**

The meeting was adjourned 8:07 PM.

Respectfully submitted,



Scott Willis, Vice-President



Amber Van Den Berg, Secretary

smr