

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
APRIL 13, 2022**

1. CALL TO ORDER.

The meeting was called to order at 7:01 PM by President Nancy Knochel. Those in attendance were: Jodi Dubovich, Amber Van Den Berg, Kim Patton and Patrick Downey. Justin Wiley came in at 7:05 during the Veridus Report. Absent was Scott Willis. Also present were: WWPL Director Sheryl Sollars, Attorney Eric Douthit, Marc Griffith of Veridus, and Erin Downey of the WPL Foundation. Tammy Sanders, communications consultant, attended via Zoom.

2. APPROVAL OF THE MARCH 9, 2022 REGULAR BOARD MINUTES.

Jodi made a motion to approve the minutes of the March 9, 2022 regular board meeting minutes. Kim seconded the motion. The motion was approved unanimously.

3. UNFINISHED BUSINESS.

a. WWPL New Library Project

i. Building Committee/Director Update.

A. Veridus Update.

- a. A design progress meeting was held concerning items outside of the floor plans such as mechanical and plumbing.
- b. There is coordination with the Grand Millennium team concerning storm water retention and Birch's team is working on the design of the road.
- c. krM is meeting concerning technology needed such as wireless internet, access control etc. and is updating the exterior design.
- d. Meyer-Najum is updating the budget, hoping to stay on target.

B. Eric indicated that all is good from the legal standpoint and there is a proposal for an appraisal of the new site.

C. Update on WWT partnership.

The township are sending out their RFP. Hopefully there will be joint meeting in July with the library and township, if all goes according to plan.

D. Update on Sale of Current Building.

The purchase is moving forward. It will be presented at the WWS Board meeting on April 19th. It is hoped to schedule the closing on the current building at the same time as the new library property closing

TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$18,609,914.61.

b. Receipts:

Receipt #59 for \$8,586.42 is the ARPA reimbursement.

Receipt #66 for \$50,322.33 is the March LIT distribution.

Receipt #67 for \$1,780.83 is the disbursement from the Betty Overman grant.

c. Vouchers:

Claim #271 is to Today's Business Solutions for \$9,765.00 for the easy scan station from the 2020 GO bond.

Claim #263 is to Veridus for \$10,038.03 for professional services.

Claim #202 is to K Design Company for \$5,068.75. \$2,068.75 from the ARPA fund and \$3,000.00 from the Operating Fund for Website and rebranding. This is the final payment.

Claim #243 is to McGovern Consulting for \$5,000.00 for consulting services.

Claim #257 is to The Rocchio Agency for \$1,991.58 for cyber security insurance.

d. Amber made a motion to pay the bills in the amount of \$162,099.25. Justin seconded the motion. The motion was approved unanimously.

3. UNFINISHED BUSINESS (continued).

b. Director's Report.

Statistics continue to rise. We are close to what we were before the pandemic.

c. Building Report – nothing new.

d. Personnel.

- i. Staff changes -- Brittany Super, head of the Adult Services Department has handed in her resignation. Her last day is April 29th.
- ii. Staff Reorganization Proposal.
Sheryl would like to combine the Children's, Information and Teen managers into one position with the title of Assistant Director of Public Services. She would hire one full-time MLIS library for Adult Services and one part-time library assistant for Children's Services. And she would like to create a new position for statistical analysis and programming.

e. 2020 GO Bond Projects Update.

- i. Outreach Vehicle
The Outreach vehicle will be delivered tomorrow. Staff will be trained by the delivery person. The first cart of materials to be put on the vehicle has been ordered. On Friday during the Birthday party the vehicle will be available for a sneak peek open house.
- ii. Ribbon Cutting Ceremony.
A ribbon-cutting ceremony will be held in May. The vehicle go to all signature events of the city this year. The first event will be Touch a Truck.

f. Website and Branding update.

The website is now in development and is on track for a May launch.

g. Westfield Library Foundation Update.

- i. The Foundation has switched banks to Community First Bank. Currently there is \$51,924 in checking and a \$5,000.00 money market. \$19,057 has been raised this year.
- ii. More leaves have been added to the 1902 donor's wall today and more have been ordered.
- iii. Meetings are now transitioning into asking meetings. Duke Energy is being approached Monday.
- iv. A WWPL birthday party is planned from 2:00-5:00 on Friday and the winners of the books will be announced. There were 31 submissions.
- v. Library Giving Day raised about \$1,000 for the Outreach vehicle.
- vi. The intern from Butler has been great with social media. Her last day is May 6th.

h. Library Communication Report – none.

i. Other – none.

5. NEW BUSINESS.

a. Other

Signature on PLAC Report – the report was signed.

6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 7:29. PM.

Respectfully submitted,


Nancy Knochel, President


Amber Van Den Berg, Secretary

smr