

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
MAY 11, 2022**

1. CALL TO ORDER.

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

2. APPROVAL OF THE APRIL 13, 2022 REGULAR BOARD MINUTES.

Amber made a motion to approve the minutes of the April 13, 2022 regular board meeting minutes. Jodi 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 to update the exterior renderings.
- b. A meeting was held concerning getting surplus shelving from Carmel-Clay Library.
- c. Met with the city concerning site development and received positive feedback.
- d. Reviewed with Meyer-Najem on the assessment of the budget. There is still an overage, but there is the potential of shared cost with the Township. Right now we are just \$21,000 over budget.
- e. Will meet with Grand Millennium team concerning storm water, road design and post-closing items.
 - i. Demolition.
They have the bid and the contractor; they are waiting for the utility letter to begin.
- f. Final plat will be submitted June 3rd with a commission hearing in July.
- g. Today the letter of appraisal was signed.

B. Update on WWT Partnership.

- a. The township is working their contract with krM and are also working with Meyer-Najem. Randy Zentz is their owner's rep and the cost will be presented to their board on Monday.
- b. A joint board meeting will be coordinated to discuss combining of the buildings.
- c. Press releases do not mention the Township yet.

C. Update on Sale of Current Building.

- a. Approval of Purchase Agreement and Lease.
Scott made a motion to approve the purchase agreement as listed on page 66. Amber seconded the motion. The motion was approved unanimously.
- b. An attempt is being made to have the closing of the property and sale of our building on the same date.

D. Groundbreaking Ceremony.

Date is not known yet; probably late summer/early fall.

b. Director's Report.

- i. Statistics are in the packet.
- ii. Building Report – nothing new.
- iii. Personnel.

A full-time assistant librarian has been hired. She will start May 31st.

c. Website and Branding update.

It is still in development with an update on Monday. Launch will be in June for sure.

d. Westfield Library Foundation Report.

They have scheduled "ask" meetings with Beck, Apex, Andy Card as well as Church, Church, Hittle and Atrium. It was suggested they should check with the nursing homes as well.

e. Outreach Vehicle Ribbon Cutting.

A ribbon-cutting ceremony will be held May 24th at 10:00 AM. The Chamber will participate. The press release was sent out today.

f. Other – none.

4. NEW BUSINESS.

a. Salary Schedule Amendment.

The Assistant Director for Public Services and full-time assistant librarian were added. Jodi made a motion to accept the amendment to the Salary Schedule as noted on pages 63 and 64. Amber seconded the motion. The motion was approved unanimously.

b. Library Appropriation Resolution.

Scott made a motion to approve the Library Appropriation Resolution on page 65. Amber seconded the motion. The motion was approved unanimously.

c. 2023 Budget.

Sheryl is starting the budget in the next few weeks. Patrick was volunteered to be on the budget committee.

5. TREASURER'S REPORT.

- a. Sheryl gave the treasurer's report. Scott made a motion to pay the bills in the amount of \$399,046.04. Jodi seconded the motion. The motion was approved unanimously.

6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 7:27. PM.

Respectfully submitted,


Nancy Knochel, 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	
1.12 Asst. /Dir/Admin. Asst.	\$ 31,500.00
TOTAL	\$ 31,500.00

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
PERSONAL SERVICES	
1.13 Adult/Tech Services	\$ 2,500.00
1.14 Youth Services	\$29,000.00
TOTAL	\$31,500.00

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted this 8th day of December 2021, by the following aye and nay vote.

AYE	NAY
<i>Mauden Berg</i>	
<i>Jodi Davis</i>	
<i>Nancy Knobel</i>	
<i>Sarah Miller</i>	

ATTEST *Mauden Berg*
 Secretary, Westfield Washington Public Library
 Board of Trustees