

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

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by President Nancy Knochel. Those in attendance were: Scott Willis, Patrick Downey, Kim Patton and Amber Van Den Berg. Justin Wiley came in at 7:10 during the Veridus update. Jodi Dubovich attended via Zoom. Also present were: WWPL Director Sheryl Sollars, Marc Griffith of Veridus, Attorney Eric Douthit, Erin Downey of the Westfield Public Library Foundation and T.J. McGovern of McGovern Consultants. Tammy Sanders and Brian Heaton attended via Zoom.

2. APPROVAL OF THE JUNE 8 2022 REGULAR BOARD MINUTES.

Scott made a motion to approve the minutes of the June 8, 2022 regular board meeting minutes. Amber seconded the motion. The motion was approved unanimously by Nancy, Amber, Patrick, Jodi, Kim and Scott.

3. LIBRARY BOARD PRESIDENT'S REPORT.

Having ex-officio members from the Library Board on the Foundation Board will help facilitate communication. Scott and Nancy are the current ex-officio members. Ex-officio members will be appointed each year when the committee members are appointed.

4. UNFINISHED BUSINESS.

a. WWPL New Library Project

i. Building Committee/Director Update.

A. Veridus Update.

- a. Good progress is being made with krM. Meeting are being held with the city and county. The storm water detention site is no longer on our property and it is above ground. Site development is moving forward.
- b. The construction documents should be available in August. After Meyer Najem acquires them they will determine the final numbers and come to the board in September to give those final numbers. Documentation for the medium cut is being worked on.

B. Update on WWT partnership.

- a. The township held their public meeting so they are now on board and we can talk about it. September 14th we will hold a joint meeting. The township will give a press release about it.

C. Update on Sale of Current Building.

- a. An additional appropriation is needed because we are spending money from the sale of the building to purchase the land. We are indicating board approval and then the city will approve the appropriation August 8th. Scott made a motion to approve the funding of the proceeds from the sale of this property for the purchase of the new property. Amber seconded the motion. The motion was approved unanimously by Nancy, Amber, Patrick, Jodi, Kim, Scott and Justin.

D. Groundbreaking.

The groundbreaking is tentatively the end of September. We are waiting for the BOT agreement and that we own the property. We are still waiting for the comfort letter from IDEM. So we need the comfort letter and pricing for escrow.

5. TREASURER'S REPORT

a. Justin read the treasure's report. The total of all banks was \$18,496,343.18.

b. Receipts:

Receipt #158 for \$50,322.33 is the June LIT distribution.

Receipt #187 for \$6,587.16 is the reimbursement from the ARPA grant for the website and scanners.

- c. Vouchers:
Claim #488 for \$2,000.00 is to Traynor & Assoc. for professional services from new library construction.
Claim #487 for \$10,058.51 is to Veridus Group for professional services from new library construction.
Claim #486 for 114,240.94 is to krM for professional services from new library construction.
Claim #420 for \$80,000.00 is to Bank of New York Mellon for a bond payment.
Claim #485 for \$5,000.00 is to McGovern Consulting Group from the Rainy Day Fund.
Claim #475 for \$19,100.00 to The Rocchio Agency is for building insurance renewal (which will go down when we enter into the lease), for workman's comp, and insurance on the vehicle through June of next year.
- d.. Amber made a motion to pay the bills in the amount of \$397,619.76. Kim seconded the motion.
The motion was approved unanimously by Nancy, Amber, Jodi, Kim, Scott and Justin. Patrick abstained.

4. UNFINISHED BUSINESS.

a. **WWPL New Library Project**

- i. Building Committee/Director Update. (continued from above)

E. **WWPL Naming Policy Revision.**

- a. Discussion of policy, donor wall, other sponsorship opportunities.

- i. Revisions were made based on recommendations from Marc and krM. After much discussion it was decided to make more revisions and that a gift acceptance policy should be drafted.
- ii. Erin brought up the need to have a naming opportunity list immediately and proposed a list to the board. Scott made a motion to approve the List of Naming Opportunities without top item "WWPL Facility Naming Rights". Amber seconded the motion. The motion was approved unanimously by Nancy, Amber, Jodi, Kim, Scott, Patrick and Justin.

- ii. Foundation Fundraising Update.

---The Foundation switched banks. They have \$5003.19 in a money market and over \$41,540 in checking. They have gotten \$21,791 in sponsorships. Over three years they have gotten a total of \$130,860.
---They plan on starting a stewardship committee to call each member.

b. **Director's Report.**

- i. Statistics are in the packet.
ii. Building Report – nothing to report.
iii. Personnel Report – no changes.

c. **2023 Budget.**

- i. 2023 WWPL Fiscal Plan.

Sheryl sent out the fiscal plan. Mike Reuter will be at the August meeting which is a public hearing on August 10th.

- ii. 2023 Draft Budget.

The draft budget is on page 66 of the packet. There is up to a 3.5% increase for staff, an entry level part-time person, increased utilities for the new library.

- iii. 2023 MLGQ and 3 year growth appeal.

The budget is for not more than \$1,463,000. The MLGQ is 5%.

- iv. Public Hearing and Adoption.

The public hearing will be held at the August 10th board meeting. The adoption will be at the September 14, board meeting.

d. **Other.**

Patrick's company is willing to fund a joint WWPL board and WLF board luncheon or dinner meeting.

6. NEW BUSINESS.

a. **WWPL Privacy Policy.**

Tabled until August.

b. **WWPL Building Insurance Renewal**

Discussed above with voucher #475.

c. Staff Appreciation Dinner.

The dinner will be held at Pinheads Alley and Alehouse on August 20th from 6:00 to 8:00. Significant others are invited. A thank you to the Foundation for funding the dinner.

d. Commitment to join Indiana State Library Consortium for Public Library Internet Access for funding year July 1, 2023 through June 30, 2024.

When we move into our new building we will no longer get our internet through the school. We will need to sign up now for the opportunity to join the consortium. Amber made a motion to join the Indiana State Library Consortium for Public Library Access for the funding year July 1, 2023 to June 30, 2024. Kim seconded the motion. The motion was approved unanimously by Nancy, Amber, Jodi, Kim, Scott, Patrick and Justin.

e. Other -- none.

7. AUDIENCE TO THE PUBLIC – none.

8. ADJOURNMENT.

The meeting was adjourned 8:04 PM.

Respectfully submitted,


Nancy Knochel, President


Amber Van Den Berg, Secretary

smr

For Library
Use Only

ADDITIONAL APPROPRIATION RESOLUTION

Whereas, it has been determined that it is now necessary to appropriate more money than was originally appropriated in the annual budget; now, therefore:

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

FUND NAME	PURPOSE SPECIFIED	AMOUNT REQUESTED	AMOUNT APPROPRIATED
Operating Fund	Capital Outlays	\$1,942,500.00	\$1,942,500.00
Construction Fund	Capital Outlays	\$1,942,500.00	\$1,942,500.00

Adopted this 13thth day of July 2022

AYE	NAY
<u>Wanderberg</u>	_____
<u>Kim M. P.</u>	_____
<u>Patrick D. Dewey</u>	_____
<u>Scott A. Will.</u>	_____
<u>Nancy Knochel</u>	_____
<u>Justin L. Wolf</u>	_____
_____	_____

ATTEST:
Wanderberg
 Secretary, Westfield Washington Public Library
 Board of Trustees

**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR JULY 1, 2023 THROUGH JUNE 30, 2024**

WHEREAS, the board of the Westfield Washington Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from Broadband Connectivity Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the Broadband Connectivity Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library at its regular meeting held on the 13th day of July, 2022, at which meeting a quorum was present.

AYE

Wanderberg
Kim M. Paws
Petrucci
Sue G. Willy
Nancy Knochel
Justin & Ashley

NAY

ATTEST

Wanderberg
 Secretary

Letter of Agency For Funding Year 2023-2024
For Internet Services
Indiana State Library Consortium for
Public Library Internet Access

Public Library Name Westfield Washington Public Library
Phone Number: 317-896-9391 Fax Number: 317-896-3702
Contact Name: Sheryl A. Sollars
E-mail Address: ssollars@wuopl.lib.in.us

This is to confirm our participation in the **Indiana State Library Consortium for Public Library Internet Access** for the procurement of **Internet and Internet-related services**. I hereby authorize **Indiana State Library Consortium for Public Library Internet Access** to pay AdTec to file FCC Form 471 and other required E-rate forms, and to provide responses to requests for information to the Schools and Libraries Division of the Universal Service Administrative Company on behalf of the above listed public library.

I understand that, in submitting these forms on our behalf, the Indiana State Library and/or AdTec is making certifications for the above named public library (hereafter, "**the Library**"). By signing this Letter of Agency, I make the following certifications:

- (a) I certify that **the Library** is an eligible recipient under 47 C.F.R. §54-501. **The library** does not operate as a for-profit business, **the Library's** budget is completely separate from any school, and **the Library** is eligible for assistance from a State Library Administrative Agency under the Library Services and Technology Act of 1996.
- (b) I certify that **the Library** has secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the Billed Entity is passing through the non-discounted charges for the services requested under this Letter of Agency, the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.
- (c) I certify that the services **the Library** purchases at discounts provided by 47 U.S.C. §254 will be used solely for library purposes, see 47 C.F.R. §54.500 and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. §54.513. Additionally, I certify that the Library listed on this application has not received anything of value or a promise of anything of value, other than services sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- (d) I certify that **the Library** has complied with all program rules, including recordkeeping requirements, and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- (e) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- (f) I certify that I will retain required documents for a period of at least ten years (or whatever retention period is required by the rules in effect at the time of this certification), after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

**DO NOT SEND THIS FORM TO THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
 OR TO THE FEDERAL COMMUNICATIONS COMMISSION**

**Schools and Libraries Universal Service
 Certification by Administrative Authority to Billed Entity of
 Compliance with the Children's Internet Protection Act**

Please read instructions before completing.
 (To be completed by the Administrative Authority and provided to your Billed Entity)

Administrative Authority's Form Identifier: WWPLF-47923-24
 Create your own code to identify THIS FCC Form 479.

Block 1: Administrative Authority Information

1. Name of Administrative Authority <u>Westfield Washington Public Library</u>	2. Funding Year <u>2023-2024</u>
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3. Mailing Address and Contact Information for Administrative Authority
 Street Address, P. O. Box or Route Number
333 W. Hoover ST

City Westfield State IN Zip Code 46074

Name of Contact Person
Sheryl A. Sollars

Telephone Number <u>317-896-9391</u>	Fax Number <u>317-896-3702</u>	Email Address <u>ssollars@wwpl.lib.in.us</u>
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Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Block 2: Certifications and Signature

- I am the Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. The Administrative Authority must make the required certification(s) for the purposes of the Children's Internet Protection Act (CIPA) in order to receive discounted services.
- I recognize that I may be audited pursuant to this form and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.

FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT

Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PER, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.

A paper copy of this form, with a signature in Block 2, Item 7, must be mailed or delivered to your Billed Entity.