



2022

BOARD MEETING

MINUTES

**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
Personnel Committee – Jodi, Amber
Budget Committee -- Kim

Building Committee – Scott, Nancy, Justin
Policy Committee – Patrick, Nancy

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. Papp</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. Dorey</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

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
SPECIAL BOARD MEETING
JANUARY 31, 2022**

1. CALL TO ORDER.

The meeting was called to order at 7:01PM by Vice-President Scott Willis. Those in attendance were: Patrick Downey, and Justin Wiley. Present via Zoom were: Amber Van Der Berg and Jodi Dubovich. Kim Patton joined via Zoom at 7:25. Absent was Nancy Knochel. Also present were: Director Sheryl Sollars, Foundation Director Erin Downey and T.J. McGovern, presenter.

2. PRESENTATION OF WESTFIELD LIBRARY FOUNDATION'S FUNDING INITIATIVE.

- a. T.J. McGovern was introduced.
- b. T.J. asked participants for their favorite library memories.
- c. He spoke of the feasibility study. He and Erin went out and made 4 or 5 visits which were very positive. These visits helped to crystalize a goal. He feels 3.5 million dollars is a working goal.
 - i. Last year \$471.44 billion was given to charity in the U.S. 69% was given by individuals.
- d. Members were asked what stood out at other local libraries: Carmel, Noblesville, Fishers, Sheridan, Cicero. He then asked what about our library will attract attention.
 - i. We are creating a community center.
 - ii. How can we create a design that activates space for learning in every level?
 - A. Ideas include: more space, outreach for students during school hours and library internship for elementary students.
 - iii. We need to provide something they will buy. How unique can we make it?
- e. It used to be 20% of the people provide 80%. Now it is more like 5% providing 95%.
- f. Every campaign needs to answer how, why and who. WWPL answer is: to be a community center, to expand the children's area, to provide more parking, in anticipation of growth in the area, provide more services and be an anchor for more growth in the area.
- g. T.J. provided four handouts: Campaign timeline and flow, the Dream, a one page two-sided "Our Purpose" and the 1,000 day Funding Plan which includes a sunset clause, providing 3 years to pay pledge.
 - i. Creation of a master prospective donor list, which should also include contractors, sub-contractors and vendors.
 - ii. We should discover what the donors passions are and work with that.
 - iii. Both WWPL Board members and Foundation members should be donors.
- h. Sheryl will provide T.J. as schematic of what the space looks like when she gets it.

3. ADJOURNMENT

Hearing no opposition Vice-President Scott Willis adjourned the meeting at 8:10 PM.

Respectfully submitted,



Scott Willis, Vice President



Amber Van Der Berg, Secretary

**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 25th 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 1st, the complete design by May 1st and the final architectural July 1st. 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 28th. 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 4th 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 4th.

--- 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 7th.

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 8th.

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

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
MARCH 9, 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, Jodi Dubovich, Amber Van Den Berg and Justin Wiley. Kim Patton attended at 7:05 after the motion to pay the bills was approved. Absent was Patrick Downey. Also present were: WWPL Director Sheryl Sollars, Attorney Eric Douthit, Kevin Montgomery of krM, Marc Griffith of Veridus, Erin Downey of the WPL Foundation and Tammy Sanders, communications consultant..

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

Scott made a motion to approve the minutes of the February 9, 2022 regular board meeting minutes. Amber seconded the motion. The motion was approved unanimously.

3. TREASURER'S REPORT.

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

b. Receipts:

Receipt #33 for \$50,322.33 is the February LIT distribution.

c. Vouchers:

Claim #195 is to krM Architecture for \$28,028.00 for professional services.

Claim #196 is to Veridus for \$10,040.95 for professional services.

d. Amber made a motion to pay the bills in the amount of \$162,725.58. Justin seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

a. WWPL New Library Project

i. Building Committee/Director Update.

A. Design Update Presentation – krM.

-- Kevin said they are finishing the designs and starting the construction documents.

-- The site layout plan was presented. The building footprint did not change. The parking lot is now more square than rectangular.

-- The first and second floor plans were also presented as well as a virtual tour of the interior of the building.

B. Veridus Update.

a. Update on strategy meetings.

-- There will be a meeting with managers next Wednesday. AV requirements throughout the building are being reviewed.

-- Further refining of the budget to get it within target is being done.

b. Site Update

-- The documents about the land swap with Moyer have been received as well as information about the utilities. The demolition is scheduled starting in April.

1. PUD Amendment

The PUD amendment has been filed.

-- Duke easement needs to be addressed.

-- Final plat in June or July. Lot currently at 4.119 acres, purchase agreement is for 3.7 acres.

-- The amendment if fast tracked comes before the council March 28th, if not then April 11th.

2. Update on purchase agreement. (Eric)

-- Most of it is agreed upon. Although the lot is bigger the purchase price will be for 3.74 acres. Payoff from lender 1 has been received, but not from lender 2.

-- The due diligence time is agreed upon as well as the post closing escrow.

-- Should be ready to close sometime in May, June or July.

Justin made a motion to give Eric the necessary authority to move the project forward. Amber seconded the motion. The motion was approved unanimously.

C. Update on WWT partnership.

There are conversations with krM concerning design services. Danielle is included in design meetings going forward.

D. Update on Sale of Current Building.

a/b. Meeting with WWS and Purchase Agreement.

The inspection team found 4 issues with our building: the chiller, the bay window, minor roof leak and crumbling staircase on the east side. The cost to replace/fix would be about \$115,000. We can do the repair or take that amount off of the purchase price of 3.87 million for a purchase price of 3.76 million. Scott made a motion to reduce the purchase price by \$115,000.00. Nancy seconded the motion. The motion was approved unanimously. The school plans to fix these issues right away.

c. April 12, 2022 WWS Board Meeting.

The purchase of the library building will be presented to the WWS School Board on April 12, 2022. There will be a lease with an end date for the \$1.00 lease after which time the library would pay fair market value. This date has not yet been agreed upon. The agreement should be drafted in the next two weeks by the attorneys. The purchase will take place soon after the agreements are decided upon and presented to the board.

b. **Westfield Library Foundation Update.**

- Erin reported that the foundation is actively working on a funding initiative. There is a goal of 3.5 million.
- The Foundation is funding two children's programs for the summer reading program and have given \$1,000.00 to the Adult/Teen area for their wish list.
- The 1902 Society donor wall is up. There are currently 40 individual members and 6 corporate members. There will be a push in April to fill the wall.
- The Foundation is working toward a week of events for the library's 120th birthday April 15th.

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

d. **Building Report** – nothing new.

e. **Personnel.**

One of the student pages has resigned and a new one will be hired.

f. **2020 GO Bond Projects Update.**

- i. Outreach Vehicle -- we are still waiting to hear the delivery date.
- ii. Outreach Vehicle Policy Approval.

Jodi made a motion to approve the Outreach Vehicle Policy as presented. Amber seconded the motion. The motion was approved unanimously.

g. **Communications Consultant Update.**

Tammy is working with Sheryl and Erin on a weekly basis. There is a new release for the book contest and a release is ready for the outreach vehicle.

g. **Website and Branding update.**

Sheryl will send a video out to the board members about the website and branding.

h. **Other – none.**

5. **NEW BUSINESS.**

a. **Indiana Digital Library Consortium.**

On March 1st the library was moved to a new consortium.

b. **PLA Conference March 22-26.**

Sheryl will be attending the PLA Conference in Portland, Oregon March 22-26.

c. **Other – none.**

6. **AUDIENCE TO THE PUBLIC – none.**

7. **ADJOURNMENT.**

The meeting was adjourned 8:07 PM.

Respectfully submitted,


Nancy Knochel, President


Amber Van Den Berg, Secretary

smr

church church hittle + antrim

ATTORNEYS AT LAW

March 14, 2022

Westfield Washington Public Library
Attention: Sheryl Sollars
333 W. Hoover Street
Westfield, IN 46074

Re: Representation of Westfield Washington Public Library in the sale of real estate to Westfield Washington Schools

Sheryl:

This letter serves to notify you of CCHA's concurrent representation of Westfield Washington Schools ("Westfield Schools") as it relates to the sale of real estate owned by Westfield Washington Public Library (the "Library") to Westfield Schools (the "Real Estate Sale").

Under Indiana Rule of Professional Conduct 1.7, our representation of the Library in this matter will create a current conflict of interest because CCHA is currently representing Westfield Washington Schools and will continue to do so in the future. Please be advised there may come a point in our representation of the Library regarding the Real Estate Sale or during CCHA's ongoing general counsel work for Westfield Schools where the interests of Westfield Schools will be directly adverse to the Library related to the Real Estate Sale and thus creates a conflict of interest under Rule 1.7(a)(1).

However, the Library may consent to this conflict of interest and waive it pursuant to Rule 1.7(b). Rule 1.7(b) permits CCHA to concurrently represent Westfield Schools and the Library if the following conditions are met by CCHA:

- CCHA reasonably believes that it can provide competent and diligent representation to each affected client;
- The representation is not prohibited by law;
- The representation does not involve an assertion by the Library of a claim against the Westfield Schools in litigation; and
- Each affected client consents to the conflict in writing.

CCHA reasonably believes it can provide competent and diligent representation to each affected client for the following reasons. CCHA has not learned anything about Westfield Schools or the Library that would harm Westfield Schools or the Library in CCHA's representation of the Library at this point in time. We believe, at this point in time, that CCHA's representation of both the Library and Westfield Schools might actually assist all parties in efficiently and effectively closing on the Real Estate Sale. In addition, the representation of the Library, while representing Westfield Schools in this matter and in other matters, is not prohibited by law and does not involve an assertion of claims by the Library against Westfield Schools or vice versa in any litigation or adversarial proceeding.

cch+a

Two North Ninth Street, Noblesville, IN 46060 P 317.773.2190 F 317.773.5320

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A Partnership of Professional Corporations

church church hittle + antrim

ATTORNEYS AT LAW

If an adversarial claim does arise in the future between the Library and Westfield Schools regarding the Real Estate Sale, please note that CCHA would likely be prohibited from representing the Library in any resulting litigation. Please also note that the Library's consent or Westfield Schools' consent to this conflict can be withdrawn at any time.

If the above is consistent with the Library's understanding, please execute below and return a copy of this letter to me. The signature below will signify that the Library, having been fully informed of the conflict of interest and CCHA's reasonable belief that we will be able to provide competent and diligent representation to both Westfield Schools and the Library in this matter notwithstanding the conflict of interest; and further having been informed that the Library has the right to seek independent counsel to advise it regarding this waiver of the conflict of interest, consent to CCHA's concurrent representation of the Library and Westfield Schools.

Respectfully,

CHURCH CHURCH HITTLE + ANTRIM

/s/ Eric M. Douthit

Eric M. Douthit

Attorney at Law | Noblesville Office

I HAVE READ THE FOREGOING AND AGREE THAT THE CONTENT OF THIS LETTER IS CONSISTENT WITH MY UNDERSTANDING AND I CONSENT TO CCHA'S REPRESENTATION AS DESCRIBED ABOVE.

Westfield Washington Public Library

By: _____

Printed Name: _____

Date: _____

**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

**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

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
JUNE 8, 2022**

1. CALL TO ORDER.

The meeting was called to order at 7:01 PM by President Nancy Knochel. Those in attendance were: Scott Willis, Patrick Downey, Kim Patton and Justin Wiley. Absent were: Jodi Dubovich and Amber Van Den Berg. Also present were: WWPL Director Sheryl Sollars, Marc Griffith of Veridus, Kevin Montgomery of krM Design, Attorney Eric Douthit and Erin Downey of the Westfield Public Library Foundation.

2. APPROVAL OF THE MAY 11, 2022 REGULAR BOARD MINUTES.

Scott made a motion to approve the minutes of the May 11, 2022 regular board meeting minutes. Justin seconded the motion. The motion was approved unanimously.

3. TREASURER'S REPORT.

a. Justin read the treasure's report. The total of all banks was \$18,669,670.22

b. Receipts:

Receipt #138 for \$493,328.94 is the Spring Property and Excise Tax Disbursement.

\$175,898.94 is for the Operating Fund and \$317,434.00 is for the Debt Service Fund.

Receipt #142 for \$85,489.00 is a LIT Special Distribution.

Receipt #131 for \$50,322.33 is the 2022 CVET Distribution.

\$1,835.91 is for the Operating Fund and \$2,047.09 is for the Debt Service Fund.

Receipt #153 for \$566,421.25 is the June Property and Excise Tax Settlement.

\$198,991.02 is for the Operating Fund and \$367,430.23 is for the Debt Service Fund.

c. Justin made a motion to pay the bills in the amount of \$735,683.23. Scott seconded the motion. The motion was approved unanimously. The reason the bill is so high is the high payoff of the bond and first payment on the new bond.

4. APPOINTMENT OF ACTING SECRETARY.

Kim Patton was appointed Acting Secretary.

5. UNFINISHED BUSINESS.

a. WWPL New Library Project

i. Building Committee/Director Update.

A. KRM Design Presentation.

We are nearing the end of the design and development. The design of the interior was presented and walked through virtually. The placement of the trustee wing was also shown.

B. Veridus Update.

a. The teams got together Friday and determined the detention pond would be for the whole PUD.

The underground detention pond is taken off of our site. This relocation brings our building back to where we want it.

b. The developer would like to work collaboratively to get to closing sooner. However several things need to be accomplished before getting to closing.

c. Scott made a motion to give authority to Eric and Sheryl to take us to closing provided they discuss escrowing and the drainage issues. Patrick seconded the motion. The motion was approved unanimously. (This is to get us ready to close.) The master developer will still have to pay for items previously indicated but now that we have the bids the escrow numbers can be closer to the actual figures. We need the assessment for the off-site drainage. We also need to make sure that we build what we want.

d. Groundbreaking schedule is not available yet.

b. Westfield Library Foundation Report.

- Erin thanked those who had their picture taken with the 1902 wall.
- They are actively meeting with potential investors.
- Lauren's internship ended May 4th but she is helping out through the summer to blog to draw more people to the Foundation's website.
- The main focus has shifted to the funding initiative.

c. Director's Report.

- i. Statistics are in the packet.
- ii. Building Report – nothing new.
- iii. Personnel Report.
Bristy Skiles started May 31st. There are no other changes.

d. Website and Branding update.

The website is set to launch the first part of July. Tammy is working on a press release. We are already using the new branding and the logo.

e. GO Bond 2020.

- i. The ribbon-cutting ceremony was held May 24th. We had good coverage. The vehicle was taken to Lantern Days and will be taken to Touch a Truck June 17th and to the Heart and Soul clinic June 22nd from 3:00-6:00. It was suggested that Spanish books be put on the vehicle.
- ii. There is \$75,000.00 in remaining funds. Sheryl is looking at getting a Discovery Table for the Children's area, outdoor charging tables and another self-check station.

f. Other – none.

6. NEW BUSINESS.

a. 2023 Budget.

Sheryl has a meeting scheduled with Mike Reuter June 15th at 1:00 pm. Mike has updated the fiscal plan.

b. Summer Reading Program 2022 – Ocean of Possibilities.

Quite a few programs have already been held. We have 1,806 participants, with over 205,000 minutes read.

c. Other.

Sheryl was asked about having the Staff Appreciation Dinner this year.

7. AUDIENCE TO THE PUBLIC – none.

8. ADJOURNMENT.

The meeting was adjourned 8:00 PM.

Respectfully submitted,


Nancy Knochel, President


Kim Patton, Acting, Secretary

smr

**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 treasurer'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 R. Wray

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@wupl.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.

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
SEPTEMBER 14, 2022**

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by President Nancy Knochel. Those in attendance were: Patrick Downey, Justin Wiley, Jodi Dubovich and Amber Van Den Berg. Kim Patton attended via Zoom. Scott Willis was absent. Also present were: WWPL Director Sheryl Sollars, Marc Griffith of Veridus, Attorney Eric Douthit, Erin Downey of the Westfield Public Library Foundation, T.J. McGovern of McGovern Consultants. Kevin Montgomery of krM, Patrick Davis of Meyer Najem and Greg Martz of GM Development.

2. APPROVAL OF THE AUGUST 10, 2022 REGULAR BOARD MINUTES.

Patrick made a motion to approve the minutes of the August 10, 2022 regular board meeting minutes. Justin seconded the motion. The motion was approved unanimously by Nancy, Patrick, Justin, Jodi, Amber and Kim.

3. UNFINISHED BUSINESS

a. New Library Project.

- i. Kevin of krM indicated that they are looking at different options/opportunities. It doesn't affect the design of the building and the floor plan has not changed. The lighting was selected. The trustee portion is handled by key card access and they have their own elevator. It has been submitted to the town and to the state.
- ii. Patrick Davis said that fine tuning of the budget is continuing during the subcontractor project. They are taking bids at the end of the week and a list will be made up for each area for the committee.
- iii. Greg Martz talked about procedures. There is selection, scoping and public hearing. At the public hearing there would be a guaranteed price for the project. Voting will take place at the public hearing on whether to move forward with the project. The resolution has been submitted to legal counsel.
- iv. Marc said the plat for the PUD has been filed.
- v. Eric said the big thing is the approval from the county for the drainage plan. Three things: the post closing agreement, the secondary plat and easement. We have been approved as a bona fide purchaser for the environmental piece. This means we can't be sued for previous issues.
- vi. The joint meeting with the township is tabled until October. We are waiting until we have the property.
- vii. We received approval from the DLGF on the sale of the current building.

4. TREASURER'S REPORT

a. Justin read the treasurer's report. The total of all banks was \$18,090,048.02.

b. Receipts:

Receipt #231 for \$50,322.33 is the August LIT distribution.

c. Vouchers:

Claim #557 for \$98,356.25 is to krM Architecture.

Claim #628 for \$10,000.00 is to The Veridus Group.

Claim #619 for 5,200.00 is to Tutor.com for software. WWPL paid \$2,100.00, The WLF paid \$2,100.00 and the Teen Department paid \$1,000.00. The software is not being used to its potential and we are promoting it.

d. Amber made a motion to pay the bills in the amount of \$369,075.43. Patrick seconded the motion.

The motion was approved unanimously by Nancy, Patrick, Justin, Jodi, Amber and Kim.

5. UNFINISHED BUSINESS (continued).

a. **2023 Budget**

- i) Once the budget is approved it is submitted to Gateway. Amber made a motion to approve the 2023 budget as shown on pp. 61-77. Jodi seconded the motion. The motion was approved unanimously by Nancy, Patrick, Justin, Jodi, Amber and Kim. The resolution needs to be signed by everyone.

b. **Excess Levy Appeal – 3 Year Growth Factor Resolution.**

Justin made a motion to approve the Excess Levy Appeal on Page 78. Amber seconded the motion. The motion was approved unanimously by Nancy, Patrick, Justin, Jodi, Amber and Kim

c. Library Board President's Report.

i. Naming Policy.

Amber made a motion to adopt the Naming Policy as presented on pp 79-84. Jodi seconded the motion. The motion was approved unanimously by Nancy, Patrick, Justin, Jodi, Amber and Kim.

ii. WLF Gift Acceptance Policy and Guidelines.

Jodi made a motion to adopt the WLF Gift Acceptance Policy and Guidelines as presented on pp 85-97. Patrick seconded the motion. The motion was approved unanimously by Nancy, Patrick, Justin, Jodi, Amber and Kim.

iii. WLF Growth Fund Gift Agreement.

Jodi made a motion to adopt the WLF Growth Fund and Gift Agreement as presented on pp 98-101. Amber seconded the motion. The motion was approved unanimously by Nancy, Patrick, Justin, Jodi, Amber and Kim.

iv. These policies should be reviewed every three years by council.

d. Foundation Fund Raising Report.

i. The Foundation currently has \$40,789.40 in the checking account and \$5,005.31 in the money market. \$26,174.00 has been raised this year.

ii. Currently there are 61 individual and family members in the 1902 society.

iii. The Christmas Tree raffle will be held again this year.

iv. The winners of the Children's Book Writing have had their books published and there will be a shelving ceremony.

v. The "Green Sheet" for progress made January to September 14, 2022 was presented.

e. Director's Report.

i) Manager's reports and service statistics are in the packet. There were no questions. The social media expanded statistics were added to the reports. Tammy also has them in her report.

ii) Building Report.

Nothing, except the electricity was off for a couple of hours during which the library was closed.

iii) Personnel Report.

One student page resigned and another has been hired.

f. WWPL and WFL Board Joint Meeting Update.

This will be held at Bridgewater. With an informal reception 5:30-7:30 with heavy hors d'oeuvres and an open bar. TJ is doing a presentation. There is a possibility of a formal dinner with a formal speaker before the end of the year.

g. Other – none.

6. NEW BUSINESS.

a. WWPL – Class A Library.

Because the population of Westfield is over 49,252 we have moved from a Class B to a Class A library. This means we need to meet increased requirements, most of which we already meet. A group of Class A library directors meets twice a year and is a good resource.

b. Library Board Appointment Certificate.

Patrick has been reappointed by the Township Trustees. Nancy's term ends in November as has asked about reappointment.

c. 2020-2021 Indiana State Board of Accounts Audit.

The audit is wrapping up this week. There were only 2 minor problems. Overall response was very good. There will be an exit interview September 26th at 2:00 PM.

d. Other.

i. The Outreach vehicle has been scheduled for numerous events in October including the Virginia Wood Early Learning Center, North Glen Village and the Heart & Soul Clinic.

ii. We are participating in the Indiana Library Crawl.

iii. Sheryl is on vacation next week.

7. AUDIENCE TO THE PUBLIC – none.

8. ADJOURNMENT.

The meeting was adjourned 7:55 PM.

Respectfully submitted,


Nancy Knoche, President


Amber Van Der Berg, Secretary

smr



Westfield Washington

PUBLIC LIBRARY

PETITION TO APPEAL FOR AN INCREASE ABOVE THE MAXIMUM LEVY

The Board of Trustees of the Westfield Washington Public Library,
(Fiscal Body) (Taxing Unit)

Hamilton County, State of Indiana, has determined to appeal to the
(County Name)

Department of Local Government Finance for an excess property tax levy.

Appeal Type	Appeal Amount
THREE-YEAR GROWTH FACTOR	\$75,000.00

We do hereby resolve to proceed with a petition for an excess property tax levy to the Department of Local Government Finance to increase the taxing unit's maximum levy and we represent that the taxing unit cannot carry out its governmental functions under its current maximum levy for the ensuing calendar year without the excess levy.

Adopted this ____ 14th ____ day of September, 2022




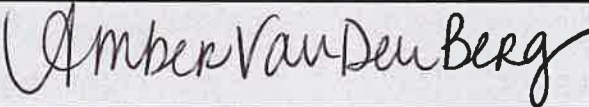

FOR	AGAINST
<i>Janis & Gary</i>	
<i>Paul DeWine</i>	
<i>Amber VanDenBerg</i>	
<i>Beth Dubouché</i>	
<i>Nancy Knochel</i>	

ATTEST: *Amber VanDenBerg*
Amber VanDenBerg
WWPL Board Secretary

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 7/15/2022 8:32:56 AM

Name		Signature
Nancy Knochel	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Scott Willis	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Patrick Downey	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Justin Wiley	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Kim Patton	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Amber VanDenBerg	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Jodi Dubovich	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

ATTEST

Name	Title	Signature
Amber VanDenBerg	Secretary	

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1

Yes No

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31

Yes No

NOTICE TO TAXPAYERS

The Notice to Taxpayers is available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **333 W Hoover ST, Westfield, IN 46074.**

Notice is hereby given to taxpayers of **WESTFIELD PUBLIC LIBRARY, Hamilton County, Indiana** that the proper officers of **Westfield Washington Public Library** will conduct a public hearing on the year **2023** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **Westfield Washington Public Library** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **Westfield Washington Public Library** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **Westfield Washington Public Library** will meet to adopt the following budget:

Public Hearing Date	Wednesday, August 10, 2022
Public Hearing Time	7:00 PM
Public Hearing Location	Community Room of the Westfield Washington Public Library, 333 W Hoover ST Westfield, IN 46074

Adoption Meeting Date	Wednesday, September 14, 2022
Adoption Meeting Time	7:00 PM
Adoption Meeting Location	Community Room of the Westfield Washington Public Library, 333 W Hoover ST Westfield, IN 46074

Estimated Civil Max Levy	\$1,013,304
Property Tax Cap Credit Estimate	\$375,740

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3 / Column 5)
0061-RAINY DAY	\$350,000	\$0	\$0	\$0	
0101-GENERAL	\$1,888,300	\$1,106,007	\$75,000	\$909,056	21.67%
0180-DEBT SERVICE	\$1,280,193	\$1,300,000	\$0	\$1,191,874	9.07%
Totals	\$3,518,493	\$2,406,007	\$75,000	\$2,100,930	

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0061 - RAINY DAY	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		ADULT AUDIO	\$0	\$0
0061 - RAINY DAY	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		BOOKS - ADULT	\$0	\$0
0061 - RAINY DAY	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		BOOKS - CHILDREN	\$0	\$0
0061 - RAINY DAY	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		BOOKS - TEEN	\$0	\$0
0061 - RAINY DAY	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		DVDS	\$0	\$0
0061 - RAINY DAY	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		JUVENILE AUDIO	\$0	\$0
0061 - RAINY DAY	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		NEWSPAPERS & PERIODICALS	\$0	\$0
0061 - RAINY DAY	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
0061 - RAINY DAY Total						\$350,000	\$350,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Adult/Technical Services	\$228,600	\$228,600
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Assistant Director/Bookkeeper/FoundationE xDirector	\$207,000	\$207,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Library Pages/Interns	\$18,000	\$18,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Assistants	\$194,000	\$194,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Librarian	\$97,000	\$97,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Youth Services	\$119,500	\$119,500
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Employer's Contribution-Group Insurance	\$66,000	\$66,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Employer's Contribution-PERF	\$13,900	\$13,900
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Employer's Share-FICA	\$69,400	\$69,400
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Unemployment Compensation	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Office Supplies		Adult/YA Programming	\$3,000	\$3,000
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Office Supplies		Children's Programming	\$2,000	\$2,000
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Office Supplies		Other Office Supplies	\$15,000	\$15,000
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies		Other Operating Supplies	\$3,000	\$3,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services		Bank/Credit Card Fee	\$1,500	\$1,500

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Land		LAND AND BUILDINGS	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Land		Other	\$415,000	\$415,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Improvements Other Than Building		Furniture and Equipment	\$18,000	\$18,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		Books - Adult	\$40,000	\$40,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		Books - Juvenile	\$30,000	\$30,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		Books - Teen	\$8,000	\$8,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		Compact Disc/Adult Audio	\$3,000	\$3,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		DVDs	\$5,000	\$5,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		Juvenile Audio	\$2,000	\$2,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		Newspapers & Periodicals	\$6,500	\$6,500
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		YA AUDIO	\$2,000	\$2,000
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	201000	Property Tax Impact	\$0	\$0
0101 - GENERAL Total						\$1,888,300	\$1,888,300
0180 - DEBT SERVICE	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges		Debt Service Payment	\$1,279,193	\$1,279,193
0180 - DEBT SERVICE	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges		Fees	\$1,000	\$1,000
0180 - DEBT SERVICE	NO DEPARTMENT	DEBT SERVICE	Payments on Bonds and Other Debt Principal		Debt Service Payments	\$0	\$0
0180 - DEBT SERVICE Total						\$1,280,193	\$1,280,193
UNIT TOTAL						\$3,518,493	\$3,518,493

Budget Estimate - Financial Statement-Proposed Tax Rate

Taxing Unit: 0079 - WESTFIELD PUBLIC LIBRARY
Fund Name: 0061 - RAINY DAY
County: 29 - Hamilton County
Year: 2023

July to December - 2022	
Cash Balance and Revenues	
1. June 30th Cash Balance	\$424,168
2. Property Taxes To be Collected	\$0
3. Miscellaneous Revenue	\$0
4. Total Cash and Revenues	\$424,168
Expenses	
5. Necessary Expenditures	\$74,168
6. Additional Appropriations	\$0
7. Outstanding Temporary Loans and Transfers	\$0
7a). Transfers Out and Outstanding Temporary Loans	\$0
7b). Reserved	\$0
7c). School Transfers	\$0
8. Total Expenses required	\$74,168
9. Estimated December 31st 2022 Cash Balance (Line 4 - 8)	\$350,000

Budget Year - 2023		
Revenues	Advertised Amount	Adopted Amount
10. Reserved for DLGF Application of Levy Excess		
11. Property Tax Levy	\$0	\$0
12. Property Tax Cap Impact	\$0	\$0
13. Miscellaneous	\$0	\$0
14. Budget Year Total Revenues	\$0	\$0
Expenses	Advertised Amount	Adopted Amount
15. 2023 Budget Estimate	\$350,000	\$350,000
16. Outstanding Temporary Loans and Transfers	\$0	\$0
16a). Transfers Out and Outstanding Temporary Loans	\$0	\$0
16b). Reserved	\$0	\$0
16c). School Transfers	\$0	\$0
17. Total 2023 Expenses	\$350,000	\$350,000
18. Operating Balance - Estimated December 31st 2023 Cash Balance (Line 9 + 14 - 17)	\$0	\$0

	Advertised Amount	Adopted Amount
Net Assessed Value	\$4,040,000,000	\$4,040,000,000
Property Tax Rate	0.0000	0.0000

Budget Estimate - Financial Statement-Proposed Tax Rate

Taxing Unit: 0079 - WESTFIELD PUBLIC LIBRARY

Fund Name: 0180 - DEBT SERVICE

County: 29 - Hamilton County

Year: 2023

July to December - 2022	
Cash Balance and Revenues	
1. June 30th Cash Balance	\$111,095
2. Property Taxes To be Collected	\$545,757
3. Miscellaneous Revenue	\$49,147
4. Total Cash and Revenues	\$705,999
Expenses	
5. Necessary Expenditures	\$487,840
6. Additional Appropriations	\$0
7. Outstanding Temporary Loans and Transfers	\$0
7a). Transfers Out and Outstanding Temporary Loans	\$0
7b). Reserved	\$0
7c). School Transfers	\$0
8. Total Expenses required	\$487,840
9. Estimated December 31st 2022 Cash Balance (Line 4 - 8)	\$218,159

Budget Year - 2023		
Revenues	Advertised Amount	Adopted Amount
10. Reserved for DLGF Application of Levy Excess		
11. Property Tax Levy	\$1,300,000	\$1,300,000
12. Property Tax Cap Impact	\$0	\$0
13. Miscellaneous	\$86,870	\$86,870
14. Budget Year Total Revenues	\$1,386,870	\$1,386,870
Expenses	Advertised Amount	Adopted Amount
15. 2023 Budget Estimate	\$1,280,193	\$1,280,193
16. Outstanding Temporary Loans and Transfers	\$0	\$0
16a). Transfers Out and Outstanding Temporary Loans	\$0	\$0
16b). Reserved	\$0	\$0
16c). School Transfers	\$0	\$0
17. Total 2023 Expenses	\$1,280,193	\$1,280,193
18. Operating Balance - Estimated December 31st 2023 Cash Balance (Line 9 + 14 - 17)	\$324,836	\$324,836

	Advertised Amount	Adopted Amount
Net Assessed Value	\$4,040,000,000	\$4,040,000,000
Property Tax Rate	0.0322	0.0322

CURRENT YEAR FINANCIAL WORKSHEET

(Formerly Line 2 Worksheet)

Selected Year: 2023
Selected County: 29 - Hamilton County
Selected Unit: 0079 - WESTFIELD PUBLIC LIBRARY
Selected Fund: 0061 - RAINY DAY

Line 5	
APPROPRIATIONS	
1. Current Year Approved Budget	\$350,000
2. Encumbrances Brought Forward	\$0
3. Changes to Appropriations:	
a) Additional Appropriations (January to June)	\$0
b) Reductions January through June	\$0
4. Other Non-Appropriated Obligations	\$0
5. Total Approved Appropriations	\$350,000
DISBURSEMENTS	
6. January through June Current Year Disbursements	\$32,250
7. Appropriation Balance	\$317,750
8. Reductions July through December	\$243,582
9. Estimated Current Year Expenditures July through December	\$74,168
Line 6	
10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year	\$0
Line 7	
11. Levy excess not transferred by June 30	\$0
12. Temporary loans outstanding as of June 30 and transfers out July 1 – Dec 31, 2022	\$0
What fund is being repaid/receiving the transfer?	
13. Total temporary loans, transfers out, and levy excess for July 1 – December 31, 2022	\$0
Line 16	
14. Temp loans to be repaid in the first 6 months of 2023 and transfers out in 2023	\$0
What fund is being repaid/receiving the transfer?	
Line 1	
15. June 30 Cash Balance, including investments	\$424,168
Line 2	
16. Taxes to be collected, present year (December settlement)	\$0

CURRENT YEAR FINANCIAL WORKSHEET

(Formerly Line 2 Worksheet)

Selected Year: 2023
Selected County: 29 - Hamilton County
Selected Unit: 0079 - WESTFIELD PUBLIC LIBRARY
Selected Fund: 0180 - DEBT SERVICE

Line 5	
APPROPRIATIONS	
1. Current Year Approved Budget	\$1,238,536
2. Encumbrances Brought Forward	\$0
3. Changes to Appropriations:	
a) Additional Appropriations (January to June)	\$0
b) Reductions January through June	\$0
4. Other Non-Appropriated Obligations	\$0
5. Total Approved Appropriations	\$1,238,536
DISBURSEMENTS	
6. January through June Current Year Disbursements	\$749,433
7. Appropriation Balance	\$489,103
8. Reductions July through December	\$1,263
9. Estimated Current Year Expenditures July through December	\$487,840
Line 6	
10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year	\$0
Line 7	
11. Levy excess not transferred by June 30	\$0
12. Temporary loans outstanding as of June 30 and transfers out July 1 – Dec 31, 2022	\$0
What fund is being repaid/receiving the transfer?	
13. Total temporary loans, transfers out, and levy excess for July 1 – December 31, 2022	\$0
Line 16	
14. Temp loans to be repaid in the first 6 months of 2023 and transfers out in 2023	\$0
What fund is being repaid/receiving the transfer?	
Line 1	
15. June 30 Cash Balance, including investments	\$111,095
Line 2	
16. Taxes to be collected, present year (December settlement)	\$545,757

DEBT WORKSHEET

Selected Year: 2023
Selected County: 29 - Hamilton County
Selected Unit: 0079 - WESTFIELD PUBLIC LIBRARY
Selected Fund: 0180 - DEBT SERVICE

Name of Issue	Line 5 Due	Line 5 Amount	Line 15 Due	Line 15 Amount	Line 18A Due	Line 18A Amount	Line 18B Due	Line 18B Amount
General Obligation Bonds of 2021	12/31/2022	\$400,750	12/31/2023	\$871,450	6/30/2024	\$675,300	12/31/2024	\$675,400
General Obligation Bonds of 2020	12/31/2022	\$86,090	12/31/2023	\$306,743				
General Obligation Bonds of 2012			1/15/2023	\$101,000				
Anticipated Debt Service		\$0		\$0		\$0		\$0
Fees		\$1,000		\$1,000		\$500		\$500
TOTALS BY FUND		\$487,840		\$1,280,193		\$675,800		\$675,900

Totals by Unit \$487,840 \$1,280,193 \$675,800 \$675,900

Form Signature

NAME
 TITLE
 SIGNATURE/PIN
 DATE

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
AUGUST 10, 2022**

1. CALL TO ORDER.

The meeting was called to order at 7:01 PM by President Nancy Knochel. Those in attendance were: Scott Willis, Patrick Downey, Justin Wiley, Jodi Dubovich and Amber Van Den Berg. Kim Patton was absent. 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.

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

Scott made a motion to approve the minutes of the July 13, 2022 regular board meeting minutes. Amber seconded the motion. The motion was approved unanimously.

3. TREASURER'S REPORT

a. Justin read the treasurer's report. The total of all banks was \$18,295,458.83.

b. Receipts:

Receipt #191 for \$50,322.33 is the July LIT distribution.

Receipt #212 for \$2,273.84 is the reimbursement from the ARPA grant.

c. Vouchers:

Claim #519 for \$3,900.00 is to the Indiana State Library Foundation for a new database called Gale Courses.

Claim #554 for \$2,900.00 is to Niche Academy for a database that has tutorials for both patrons and staff.

d. Justin made a motion to pay the bills in the amount of \$148,476.53. Amber seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

a. 2023 Budget

i) Mike Reuter presentation.

Mike met with the Finance Committee in June. The information he compiled is based on having received 95% of the data he needed for the numbers next year.

The state recorded income to be up 8.5%. The assessed valuation for Westfield in an increase of 23.3%. This is growth and assessment, not projects, and will have an impact on taxpayers in May.

The library will appeal the maximum levy. We should see an increase in LIT. The trend looks good and is showing a surplus. The advertised adopted budget is separate than the working budget and can only increase 5%.

ii) Public Hearing for the 2023 WWPL Budget.

1) The Public Hearing was opening by President Nancy Knochel at 7:38 p.m. There was no public input.

2) The public hearing was closed at 7:39 p.m.

3) Discussion by the WWPL Board -- there was no further discussion.

iii) 2023 Budget Adoption will be at the September 14, 2022 board meeting.

iv) WWPL Resolution for Blanket Appropriation Modification.

This gives Sheryl the authority to deal with the 1782 notice as needed. Amber made a motion to approve the WWPL Resolution for Blanket Appropriation Modification as outlined on page 107. Scott seconded the motion. The motion was approved unanimously.

b. WWPL New Library Project

i. Building Committee/Director Update.

1) Veridus, Site, and Design Updates.

a. The design team continues to work on the construction documents to get closer to the budget numbers. It is expected to have the construction documents on the 17th. We may need to wait until October to receive the GMP from Meyer Najem and vote on the BOT. We are close to closing. Need to align schedules. We can possibly move dirt in late October.

- b. Meyer-Najem will be asked to make a presentation at the September meeting.
 - c. Sheryl showed the staff the interiors last week and all comments were positive.
- 2) Additional Appropriation Update – Proceeds from the Sale of the Current Library.
The library received approval from the City-Council for the additional appropriation for \$1,924,500 last Monday, we are just waiting for approval from the DLGF.

c. Library Board President's Report.

- i. Naming Policy/WLF Gift Acceptance Policy and Guidelines/WLF Growth Fund Gift Agreement.
The policies are in draft form. An effort was made to consider all points of view. It was suggested that these policies be reviewed by counsel.
-- Eric indicated that the policies would be reviewed by this time next week (Wednesday) and indicated that a special unanimous meeting could be held to adopt them.

d. Foundation Fund Raising Report.

Erin offered a "Green Sheet" for progress made January to July 2022. She indicated that a green sheet will be presented to the board each month which will indicate progress being made in fund raising.

e. Director's Report.

- i) Manager's reports and service statistics are in the packet. There were no questions.
- ii) Building Report.
Nothing major. A shelving unit came off a wall and has been fixed. No one was hurt.
- iii) Personnel Report.
One student page resigned as she is leaving for college. Interviews are being held for a replacement.

f. Privacy Policy.

Amber made a motion to approve the Privacy Policy as presented on pages 131-135. Scott seconded the motion. The motion was approved unanimously.

g. Other.

It was suggested that when a person is put on hold rather than music something be stated promoting the library. It was also asked that the social media statistics be expanded.

5. NEW BUSINESS.

a. WWPL Video Surveillance Policy.

Scott made a motion to approve the Video Surveillance Policy as it appears on pages 136-137. Amber seconded the motion. The motion was approved unanimously.

b. WWPL and WFL Board Joint Meeting Update.

This is perceived as a relationship building get together. T.J. indicated that he had a presentation that would be appropriate for this joint meeting.

c. Other -- none.

7. AUDIENCE TO THE PUBLIC – none.

8. ADJOURNMENT.

The meeting was adjourned 8:07 PM.

Respectfully submitted,


Nancy Knochel, President


Amber Van Der Berg, Secretary

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

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by President Nancy Knochel. Those in attendance were: Patrick Downey, Jodi Dubovich, Kim Patton, Scott Willis and Amber Van Den Berg. Justin Wiley was absent. Also present were: WWPL Director Sheryl Sollars, Marc Griffith of Veridus, Attorney Eric Douthit, T.J. McGovern of McGovern Consultants, Patrick Davis and Hilary Scott of Meyer Najem and Greg Martz of GM Development.

2. APPROVAL OF THE SEPTEMBER 14, 2022 REGULAR BOARD MINUTES.

Scott made a motion to approve the minutes of the September 14, 2022 regular board meeting minutes. Amber seconded the motion. The motion was approved unanimously.

3. APPOINTMENT OF ACTING TREASURER.

Jodi was appointed Acting Treasurer.

4. TREASURER'S REPORT.

a. Jodi read the treasurer's report. The total of all banks was \$17,893,780.19.

b. Receipts:

Receipts #258 and #259 for \$728.40 and \$400.10 were reimbursements from the Emergency Reconnectivity Fund.

Receipt #263 for \$50,322.33 is the September LIT distribution.

Receipt #267 for \$2,100.00 is a donation for the purchase of Tutor.com by the Westfield Library Foundation.

Receipt #269 for \$649.95 is the final reimbursement from ARPA.

c. Vouchers:

Claim #635 for \$1,943,756.00 is to Title Service LLC for the purchase of the new library land. The land cost was \$1,942,500.00 and closing costs were \$1,256.00.

Claim #689 for \$173,712.77 is to krM for professional services.

Claim #690 for \$10,050.00 is to The Veridus Group for professional services..

d. Amber made a motion to pay the bills in the amount of \$2,252,716.09 as shown on pages 20-27. Kim seconded the motion. The motion was approved unanimously.

5. UNFINISHED BUSINESS

a. New Library Project.

i. Presentation from Meyer Najem/GM Development on the Guaranteed Maximum Price (GMP) for the New WWPL Building Project.

1) Marc Griffith said that the design documents were completed and they are working with the city for the permits. There will be meetings for furniture the near future.

2) Greg Martz stated that the project is on budget. He commended the committee for their communication and appreciated working with them. He mentioned that there were several bidders because of the procurement process and we saved over 1 million dollars because of it.

3) Patrick Davis and Hilary Scott from Meyer Najem indicated that the BOT process gave more buying power for the money. Tonight they are asking for approval of the budget and process. If approved then construction activities will move forward. Final approval from the city should be in late October/early November at which point construction activity will begin. The finished building should be about 16 months after the shovel is put in the ground.

ii. Public Hearing on the Meyer Najem/GM Development being selected as the Developer of the new Westfield Washington Public Library Building Project.

1) The Public Hearing was called to order at 7:12 PM by President Nancy Knochel. Those in attendance were: Patrick Downey, Jodi Dubovich, Kim Patton, Scott Willis and Amber Van Den Berg. Justin Wiley was absent.

- 2) Danielle Carey Tolan from the Westfield Washington Township spoke and indicated that she is very fortunate to partner with the library on this project. There were no other comments.
 - 3) The Public Hearing was closed at 7:14 PM by President Nancy Knochel.
- iii. Resolution by the Westfield Washington Public Library Board of Trustees Awarding Build-To-Operate-Transfer Transaction and Taking Certain other Related Actions.
- It was pointed out that Eric reviewed the resolution and everything seems to be in line. Scott made a motion to approve the resolution awarding the BOT Transfer Transaction to Meyer Najem and GM Development as listed on pp 58-60. Amber seconded the motion. The motion was approved unanimously.
- iv. Building Committee/Director Update.
- 1) Veridus Update – Marc had nothing to add.
 - 2) Closed on property on 10/03/22.
 - a) Groundbreaking.
 - i) Birch has offered to sponsor.
 - ii) The groundbreaking will take place on November 16th at 4:00 PM. Invited will be the 1902 Society and the Township board as well other dignitaries.
 - 3) WWPL and Westfield Washington Township Joint Board Meeting – Inter local Agreement Adoption. This will take place at the November Board meeting.

b. Library President's Report.

- Everyone enjoyed the joint reception with the Foundation Board. Patrick was thanked for sponsoring it.
- The Foundation has a Christmas tree raffle and each Foundation Board member is selling 25 ticket at \$10.00 each. Nancy would like the Library Board to also sell 25 tickets each. The trees will be up and tickets sold November 1st through the 30th.

c. Foundation Fund Raising Report.

- The Foundation has \$5,005.31 in a money market account and \$38,541.22 in the checking account. The amount raised in 2022 is \$46,990 and the total raised since August 2019 is \$159,862.
- On the day of the groundbreaking the Foundation would like to host a champagne reception for the 1902 Society along with both boards.
- There has been one commitment of \$20,000.00.
- The next meeting is December 13, 2022 at 5:30.

d. Director's Report.

- i) Manager's reports and service statistics are in the packet. There were no questions. Social media statistics were added.
- ii) Building Report.
 - There were two more power outages of 1-2 hours each.
 - The cleaning staff have changed and there is adjusting on both sides.
- iii) Personnel Report.
 - No changes. Staff evaluations are being held this month.

e. WWPL and WFL Board Joint Meeting Update.

A more formal dinner with the two boards will be held in January or February.

f. Other – none.

6. NEW BUSINESS.

a. 2020-2021 Indiana State Board of Accounts Audit.

The audit is completed with only two minor issues.

b. Other.

Nancy was reappointed by the school board for another term.

7. AUDIENCE TO THE PUBLIC – none.

8. ADJOURNMENT.

The meeting was adjourned 7:35 PM.

Respectfully submitted,


Nancy Knochel, President


Amber Van Der Berg, Secretary

smr

**RESOLUTION
BOARD OF TRUSTEES OF WESTFIELD WASHINGTON PUBLIC LIBRARY,
AWARDING BUILD-OPERATE-TRANSFER TRANSACTION, AND
TAKING CERTAIN OTHER RELATED ACTIONS**

WHEREAS, pursuant to a resolution adopted on November 10, 2021, the Board of Trustees (the "Board") of Westfield Washington Public Library (the "Library"), adopted the provisions of Ind. Code. §5-23, *et seq.* (the "BOT Statute"), and authorized the issuance of a request for proposals and qualifications for the development, design, construction, operation, and transfer of an approximately 40,000 sq. ft. new library building sitting on approximately 2 acres and including outdoor areas and parking spaces, all set forth in the final designs and plans (the "Project") to be used by the Library as its headquarters;

WHEREAS, as the "RFPQ Committee" proceeded through the process required by the BOT Statute in connection with the receipt and review of proposals and qualifications, the RFPQ Committee agreed that the Library would enter into certain agreements with the selected developer, including a "build-operate-transfer agreement" addressing: (a) the development, design, construction, operation, and transfer of the Project; and (b) the acquisition by the Library (via one or more installment payments) of the completed Project (the "BOT Agreement");

WHEREAS, the development, design, construction, equipping, operation, and transfer of the Project by the selected developer, and the purchase of the completed Project by the Library, collectively, constitute the "BOT Transaction";

WHEREAS, following its review of the submitted proposals and subsequently completed scoping period, the RFPQ Committee recommended that the Board award the BOT Transaction to GM Development Companies LLC ("GMDC");

WHEREAS, not fewer than seven days before the date hereof, and as required by the BOT Statute: (a) notice of the public hearing occurring on the date hereof was published in accordance with Ind. Code §5-3-1; and (b) all proposals, together with the recommendation letter, were made available for inspection and copying in accordance with Ind. Code §5-14-3 and such public hearing (the "Public Hearing") was held on the date hereof;

WHEREAS, the Board now desires to: (a) award the BOT Transaction to GMDC; and (b) authorize the execution of the BOT Agreement in accordance with the terms described herein and any other documents necessary or reasonably appropriate to close the BOT Transaction (the "Transaction Documents"), as each is negotiated, finalized, and approved by the Board president (the "Authorized Individual"), acting in consultation with the Board's counsel.

ACCORDINGLY, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WESTFIELD WASHINGTON PUBLIC LIBRARY, AS FOLLOWS:

- 1. Award.** Pursuant to and in accordance with the BOT Statute, the Board hereby: (a) awards the BOT Transaction to the Developer; and (b) confirms that the BOT Agreement will constitute a "BOT Agreement" under the BOT Statute.
- 2. Document Authorization.** The Board authorizes the Authorized Individual: (a) acting in consultation with counsel to the Library, to negotiate and finalize the Transaction Documents on behalf of the Library; and (b) provided (i) the scope and design of the Project substantially conforms to the description herein and presented at the Public Hearing and (ii) the costs of the Project do not exceed \$20,275,000, to execute and deliver the finalized Transaction Documents, the approval of which will be evidenced by the Authorized Individual's execution thereof.
- 3. Other Actions.** The Authorized Individual and the officers of the Board hereby are authorized to take any and all actions, including executing and delivering any documents or certificates, that the

Authorized Individual or any such officer deems to be necessary or reasonably appropriate to effect the resolutions set forth herein. Any such actions taken, including any documents or certificates executed and delivered, hereby are ratified, confirmed, and approved.

4. **Amendment.** After the issuance of the BOT Agreement, and until all BOT Payments have been paid (or prepaid) in full: (a) this Resolution shall not be repealed; (b) this Resolution may be amended only with the consent of the Developer; and (c) the Board shall not adopt any ordinance or resolution that in any adversely affects this Resolution.

5. **Severability.** If any section, paragraph, or provision of this Resolution is held to be invalid or unenforceable for any reason, then the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Resolution.

6. **Effectiveness.** This Resolution shall be in full force and effect from and after its passage.

[Signature Page Follows]

PASSED AND ADOPTED by the Board of Trustees of Westfield Washington Public Library, at a public hearing held this 12th day of October, 2022.

LIBRARY BOARD OF WESTFIELD
WASHINGTON PUBLIC LIBRARY

Wander Berg
Paul J. Jersey
Jodi Dubanich
Nancy Knochel
Scott A. Will.
Kyrre Pa

ATTEST:

[Signature]

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

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by President Nancy Knochel. Those in attendance were: Patrick Downey, Jodi Dubovich, and Amber Van Den Berg. Justin Wiley came in at 7:02 right after the approval of the minutes. Absent were Kim Patton and Scott Willis. Also present were: WWPL Director Sheryl Sollars, Attorney Eric Douthit and Erin Downey of the Westfield Library Foundation.

2. APPROVAL OF THE OCTOBER 12, 2022 REGULAR BOARD MINUTES.

Amber made a motion to approve the minutes of the October 12, 2022 regular board meeting minutes as outlined on pp. 3-5. Jodi seconded the motion. The motion was approved unanimously.

3. UNFINISHED BUSINESS.

a. WWPL New Library Project.

i) Resolution No. 2022-11-01 – Sale of Library Property and Taking Certain other Related Actions.

Patrick made a motion to approve Resolution No. 2022 -11-01 Sale of Library Property and Taking Certain other Related Actions as found on pp. 54-55. Amber seconded the motion. The motion was approved unanimously. The closing is next Wednesday November 16th.

ii) BOT Agreement and other Related Actions.

Signatures are needed.

iii) Building Committee/Director Update.

(1) Veridus Update.

Marc cannot be here. We are still waiting on the plating process and permits from the city. A trailer is now on site. November 14th is the Plats Committee. November 21st is the APC Consent agenda.

(ii) Groundbreaking.

(i) November 17, 2022 at 4:00 pm – site of the New Library.

-- Meyer Najem is providing the heated tent, shovel, hard hats, and dirt.

-- Steve LaTour of the Chamber will be the MC.

-- krM is providing cookies with logos,

-- The mayor, Sheryl, Erin, Danielle and Greg Martz will speak.

-- The Foundation is sponsoring a champagne toast.

-- There will be a joint meeting at 5:30 with the WWPL and the Washington Township board.

(ii) Motion to close the library at 3:30 for staff and public can attend.

Jodi made a motion to close the library at 3:30 so that staff can attend the groundbreaking. Amber seconded the motion. The motion was approved unanimously.

(iii) Westfield Washington Public Library and Westfield Washington Township Joint Board Meeting – Inter local Agreement Adoption – November 17, 2022 at 5:30 pm in Community Room WWPL. The Inter local agreement will be available by November 17th.

b. Library Board President's Report – covered in other areas.

c. Foundation Fund Raising Report.

There have been 46 visits and one commitment of \$20,000.00 from the Kiwanis sponsoring the lactation room.

i) Revised WLF Growth Fund Gift Agreement.

A clause was added under #8 “the WLF Gift Acceptance Policy and the WWPL Naming Policy”. Nancy made a motion to approve the change as appears on p. 39. Amber seconded the motion. The motion was approved unanimously.

ii) Erin reported that the 1902 Society has been invited to the groundbreaking and will receive a commemorative groundbreaking Christmas ornament. Also the Christmas tree raffle is going well.

4. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$15,714,646.39.

b. Receipts:

Receipt #292 for \$50,322.33 is the October LIT distribution.

Receipt #293 for \$440.11 is a reimbursement from ECF for wireless data service.
Receipt #301 for \$2,540.55 is a reimbursement from the WLF for the summer intern.
Receipt #314 for \$999.90 is a reimbursement from the ECF for the purchase of the hot spots.

c. Vouchers:

Claim #755 for \$49,948.31 is to krM for professional services.
Claim #756 for \$6,041.25 is to The Veridus Group for professional services..

The rest of the 2020 G.O. Bond, \$91,113.65, will be used to buy items for use here but also can be used at the new library such as 2 more checkout stations, Children's AWE computers, and outdoor cables so people can charge their devices outside.

d. Amber made a motion to pay the bills in the amount of \$186,802.34 as shown on pages 20-27. Jodi seconded the motion. The motion was approved unanimously.

3a. UNFINISHED BUSINESS (continued).

d. Director's Report.

- i) Manager's reports and service statistics are in the packet. There were no questions.
- ii) Building Report.
--- There were two more power outages in the last month.
- iii) Personnel Report.
 - (1) The director's report is nearly finished. There will be an executive session before the December meeting to present the director's evaluation to the board. Jodi and Amber were thanked for their involvement.
 - (2) Staff insurance was renewed with the current plan.
 - (3) Lucas has resigned. Sheryl anticipates filling the position soon

e. Other – none.

6. NEW BUSINESS.

a. Library Board Contact Sheet.

Board members were asked to make sure their contact information is correct.


b. Other – none.

7. AUDIENCE TO THE PUBLIC – none.

8. ADJOURNMENT.

The meeting was adjourned 7:20 PM.

Respectfully submitted,


Nancy Knochel, President


Amber Van Der Berg, Secretary

smr

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
IN THE
COMMUNITY ROOM OF THE WESTFIELD WASHINGTON PUBLIC LIBRARY
NOVEMBER 17, 2022**

1. CALL TO ORDER.

The meeting was called to order by Westfield Washington Public Library, President Nancy Knochel, at 5:30 pm and by Westfield Washington Township Board President, Erica Strahm at 5:31pm. Both boards had quorums.

Present were Westfield Washington Public Library Board members Patrick Downey, Kim Patton, Jodi Dubovich, Justin Wiley and Amber Van Den Berg. Westfield Washington Township Board Members Danyele Easterhaus. Absent was Scott Willis. Also present were: WWPL Director Sheryl Sollars, Westfield Washington Trustee Danielle Carey Tolan and Attorney Eric Douthit.

2. INTERLOCAL GOVERNMENT AGREEMENT BETWEEN WESTFIELD WASHINGTON PUBLIC LIBRARY AND WESTFIELD WASHINGTON TOWNSHIP, HAMILTON COUNTY, INDIANA.

a. Discussion – none.

b. Approval.


Kim Patton made a motion to approve the interlocal government agreement between the Westfield Washington Public Library and the Westfield Washington Township, Hamilton County, Indiana. Jodi Dubovich seconded the motion. The motion was approved unanimously.

Danyele Easterhaus made a motion to approve the interlocal government agreement between the Westfield Washington Public Library and the Westfield Washington Township, Hamilton County, Indiana. Erica Strahm seconded the motion. The motion was approved unanimously.

3. ADJOURNMENT.

The meeting was adjourned at 5:37 by President Nancy Knochel.

Respectfully submitted,



Nancy Knochel, President
Westfield Washington Public Library



Amber Van Den Berg, Secretary
Westfield Washington Public Library

**Library Board Minutes
Executive Session
December 14, 2022**

Executive session began at 7:02.

1. Director Evaluation Review:

- The board discussed the director evaluation
- Jodi made a motion to approve the 2022 director appraisal and 2023 goals. Amber seconded the motion.
- Jodi made a motion to approve a roll over of vacation time for Sheryl and a \$1,500 bonus. Justin seconded the motion.

2. Committees:

- Since many board members were not in attendance, Nancy, Justin, Jodi, and Amber decided to keep everyone on the same committees for now. We discussed bringing this back up to the other board members during the January meeting.

Executive session concluded at 7:12.

Respectfully submitted,


Nancy Knoche, President


Amber Van Den Berg, Secretary

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
DECEMBER 14, 2022**

1. CALL TO ORDER.

The meeting was called to order at 7:13 PM by President Nancy Knochel. Those in attendance were: Jodi Dubovich, Justin Wiley and Amber Van Den Berg. Absent were Kim Patton, Scott Willis and Patrick Downey. WWPL Director Sheryl Sollars was also present.

2. APPROVAL OF THE NOVEMBER 9, 2022 REGULAR BOARD MINUTES AND NOVEMBER 17, 2022 MEETING HELD AT THE SAME TIME AS THE WESTFIELD WASHINGTON TOWNSHIP BOARD MEETING.

Amber made a motion to approve the minutes of the November 9, 2022 board meeting and the minutes of the November 17, 2022 board meeting held at the same time as the Westfield Washington Township Board meeting as outlined on pp. 3-5. Justin seconded the motion. The motion was approved unanimously.

3. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$19,857,623.93.

b. Receipts:

Receipt #325 for \$538,104.49 is the Fall Property Tax Advance. The Operating Fund receives \$191,452.93.

The Debt Service Fund receives \$346,651.56.

Receipt #331 for \$50,322.33 is the November LIT distribution.

Receipt #337 for \$3,843,507.50 is from the sale of the current library.

Receipt #343 for \$1,943,756.00 is a reimbursement from the Operating Fund to the Construction Fund for land purchase.

c. Vouchers: These bills reflect those that are paid 11/10/22 – 12/14/22 on pages 31-41.

Claim #764 for \$115,000 is a reimbursement to the Westfield Washington Schools for work that needs to be done per the purchase agreement.

Claim #791 for \$4,327.00 is to the Indiana State Board of Accounts for audit fees.

Claim #831 for \$8,181.00 is to Invengo America Corp for ½ of the purchase price for 2 new self-check machines that comes from the 2020 G.O. Bond.

Claim #758 for \$6,890.00 is to Frankenmuth Insurance for 6 months of Builders Risk insurance from the Construction Fund.

Claim #832 for \$13,755.00 is to Alt & Witzig Consulting for extra environmental testing and comfort letter fees.

Claim #835 for 21,427.13 is to krM for professional services.

Claim #835 for \$8,037.15 is to The Veridus Group for professional services.

Claim #766 for \$1,943,756.00 is to reimburse the Construction Fund for the purchase of the land.

Claim #827 for \$400,750.00 is to the Bank of New York Mellon as payment on the 2021 Bonds.

Claim #825 for \$400.00 is to the Bank of New York Mellon for fees for the bonds.

Claim #826 for \$86,090.00 is to the Bank of New York Mellon as payment on the 2020 bonds.

d. Amber made a motion to pay the bills in the amount of \$2,787,543.48 as shown on pages 31-41. Jodi seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

a. **WWPL New Library Project.**

i) Building Committee/Director Update.

(1) Veridus Update.

Marc attended a meeting with the City of Westfield today. We have approval to do earth work. The full permit should be available next week. Meyer-Najem will start attending board meeting to give updates.

--- A value analysis item is the roof top terrace. It will cost \$75,000 to add back in, we have \$70,000.00 but approval is needed. Nancy made a motion to move forward with the terrace plans. Jodi seconded the motion. The motion was approved unanimously.

- (2) The sign will be moved to the corner of Park St. and Westfield Blvd.
- (3) The groundbreaking was great. It was very nice and a good job of planning was done.

b. **Library Board President's Report** – nothing this month.

c. **Director's Report.**

- i) Manager's reports and service statistics are in the packet. There were no questions.
- ii) Building Report.
The door bells were replaced; no videos, just a buzzer.
- iii) Personnel Report.
 - (1) Director's Performance Appraisal and Salary for 2023.
Jodi and Amber presented the director's performance appraisal. Her salary plus a \$1,500.00 bonus were approved plus the approval to carry over 2 weeks of vacation to 2023.
 - (2) 2023 Salary Schedule and Pay Rates.
Amber made a motion to approve the Salary Schedule for 2023 as presented on pages 83-84 with the pay rates effective with the January 2nd payroll being paid on the January 19th check. Justin seconded the motion. The motion was approved unanimously.
 - (3) Staff Changes.
Tammy Joyce has resigned.
- iv) 2020 GO Bond Projects Update.
Sheryl has purchased 2 new self-check machines. They should come in February.

d. **Foundation Fund Raising Report.**

The Foundation elected new officers effective January 2nd. Brian Heaton is President, Jack Russell is Vice-President, Maureen Warren is Secretary and Kurt Beier is Treasurer. The Foundation also voted to fund the \$50 gift cards to library staff.

e. **Other.**

We received notification that our Excess Levy Appeal was approved for \$48,253.00. The 1782 was also received and sent back with no changes. Our tax rate for 2023 is .044, the 2022 rate was .052.

6. **NEW BUSINESS.**

a. **Operating Fund Appropriation Resolution.**

This balances out all the appropriations. Amber made a motion to approve the Operating Fund Appropriation Resolution as noted on pages 85-86. Jodi seconded the motions. The motion was approved unanimously.

b. **Resolution to Encumber 2022 Operating Funds.**

This covers the payroll December 19th to January 1st. Jodi made a motion to approve the Resolution to Encumber 2022 Operating Funds as presented on page 87. Amber seconded the motion. The motion was approved unanimously.

c. **2023 Election of Officers.**

Jodi made a motion to leave the slate of officers the same in the 2023 calendar year as in 2022. Amber seconded the motion. The motion was approved unanimously.

d. **2023 Committee Appointments.**

Committee appointments will currently remain the same.

e. **2023 Payroll Dates.**

Jodi made a motion to approve the 2023 Payroll Dates as presented on pages 88-89. Amber seconded the motion. The motion was approved unanimously.

f. 2023 Calendar.

Sheryl proposed that the library be closed Sunday December 25 and January 1st and the Saturday before each be considered the holiday. Justin made a motion to approve the 2023 calendar as presented on page 90. Amber seconded the motion. The motion was approved unanimously.

g. Other – none.

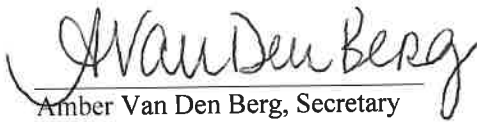
7. AUDIENCE TO THE PUBLIC – none.

8. ADJOURNMENT.

The meeting was adjourned 7:42 PM.

Respectfully submitted,


Nancy Knochel, President


Amber Van Den Berg, Secretary

smr



Westfield Washington

PUBLIC LIBRARY

RESOLUTION TO ENCUMBER OPERATING FUNDS

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Operating Fund for Items which have purchase orders having not yet been delivered and services which have yet to be met to further the projects of the Westfield Washington Public Library during 2023; Now, therefore be it resolved by the Library Board of the Westfield Washington Public Library, Hamilton County, Indiana, that for the following appropriations hereby be encumbered from the 2022 budget for the Operating Fund and ordered as set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

<u>Vendor's Name</u>	<u>Budget Line Item</u>	<u>Amount Encumbered</u>
Westfield Washington	1.12 Asst.Dir/AdminAsst.	\$7,500.00
Public Library Employee	1.13 Adult/Tech Services	\$7,200.00
Payroll	1.14 Youth Services	\$4,500.00
	1.15 Library Assistants	\$9,300.00
	1.16 Library Pages	\$ 650.00
	1.21 Employment Benefits	\$2,300.00
TOTAL		\$31,450.00

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted on this 14th day of December 2022 by the following aye and nay vote.

AYE

[Handwritten signatures: J. VanDenBerg, Jodi DeBourier, Nancy Knoche, J. G. ...]

NAY

ATTEST:

[Handwritten signature: J. VanDenBerg]
 Secretary, Westfield Washington
 Public Library Board

CONTACT US

Phone: 317-896-9391

Website: wwpl.lib.in.us



VISIT US

333 W. Hoover Street

Westfield IN 46074



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/AdminAsst/PR/WLFD Dir	\$ 7,000.00
1.21 Employee Benefits	\$ 200.00
1.24 Group Insurance	\$ 500.00
OTHER SERVICES AND CHARGES	
3.1 Professional Services	\$12,000.00
3.11 Electronic Resources	\$ 1,000.00
3.4 Insurance	\$ 2,050.00
3.91 Dues	\$ 1,400.00
CAPITAL OUTLAYS	
4.53 Books-Juvenile	\$ 2,300.00
TOTAL	\$26,450.00

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:

CONTACT US

Phone: 317-896-9391

Website: wwpl.lib.in.us



VISIT US

333 W. Hoover Street

Westfield IN 46074



Westfield Washington

PUBLIC LIBRARY

LIBRARY OPERATING FUND	AMOUNT REDUCED
PERSONAL SERVICES	
1.13 Adult/Tech Services	\$ 17,000.00
1.14 Youth Services	\$ 700.00
1.15 Library Assistants	\$ 2,000.00
SUPPLIES	
2.4 Operating Supplies	\$ 2,000.00
OTHER SERVICES AND CHARGES	
3.17 Other Software	\$ 1,500.00
3.22 Postage and UPS	\$ 1,000.00
3.23 Traveling Expense	\$ 2,000.00
3.3 Printing&Advertising	\$ 250.00
TOTAL	\$26,450.00

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted this 14th day of December 2022, by the following aye and nay vote.

AYE	NAY
<u>Maudsen Berg</u>	_____
<u>Debra Dumbrowski</u>	_____
<u>Nancy Knochel</u>	_____
<u>Justin G. Cook</u>	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST: Maudsen Berg
 Secretary, Westfield Washington Public Library
 Board of Trustees