

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
JANUARY 11, 2023**

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, Kim Patton, Scott Willis and Patrick Downey. Justin Wiley came in 7:25 right before the Director's Report. Also present were: WWPL Director Sheryl Sollars, Erin Downey WPL Foundation Director, Eric Douthit, Attorney, and Marc Griffith of Veridus.

2. APPROVAL OF THE DECEMBER 14, 2022 EXECUTIVE SESSION MINUTES AND THE DECEMBER 14, 2022 REGULAR BOARD MEETING MINUTES.

Amber made a motion to approve the minutes of the December 14, 2022 executive sessions minutes and December 14, 2022 board meeting minutes as presented on pp 3-6. 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.

--- The design team continues working. There is a furniture design meeting scheduled January 30th.

--- We have our permit so we are preparing the soil and will be starting to put in the footers.

--- The pond is being formed. We are a little behind schedule.

(2) Meyer-Najem – there is no report.

(3) Building Committee/Director Update.

Eric has a proposed indemnification agreement for the Township and library to sign. He will circulate it tomorrow. It will be an agenda item next month. Should the Township move in the future, the library has the right of first refusal.

b. Library Board President's Report.

At the last meeting it was decided to leave the committees as they were. Scott, as liaison to the Foundation cannot make the February 7th quarterly meeting. Jodi will cover that one meeting.

c. Westfield Library Foundation Report.

i) The Foundation opened a Funding Initiative Account to help keep the money separate.

ii) The amount raised in 2022 is \$97,374.00. The total raised since the Foundation started is \$210,146.00.

iii) Erin requested that T.J. McGovern Consulting be retained for another 6 months. The Foundation would pay for half of the contract cost. Kim made a motion to approve paying \$15,000.00 for continuing the contract of T.J. McGovern Consulting for 6 months starting in February 2023. Scott seconded the motion. The motion was approved unanimously.

d. Director's Report.

i) Manager's reports and service statistics are in the packet. There were no questions.

ii) Building Report.

The cleaning service we have through the school is a verbal agreement. The Director in charge of the cleaning service has been less than satisfied with the service the past 6 months. The school is selecting a different service. This company, Renowned Cleaning Company, will charge the same price to us as we paid before so we will also use them instead of SSC.

iii) Personnel Report.

We are still planning on filling the assistant circulation position that is currently open.

3. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$19,596,041.20.

b. Receipts:

Receipt #353 for \$348,333.22 is the final Property Tax Distribution.

Receipt #361 for \$50,322.33 is the December LIT distribution.

Receipt #364 for \$4,243.00 is the CVET Distribution.

c. Vouchers.

Claim #59 for \$210,889.26 is to CM Development from the Construction Fund.

Claim #58 for \$364,958.02 is to CM Development from the Construction Fund.

Claim #1 for \$101,000.00 is to Bank of New York Mellon and is the final payment for the 2012 renovation bond.

Claim #41 for \$7,974.96 is to Planes Moving and Storage from the Rainy Day Fund for storing the shelving we received from the Carmel Clay Public Library.

d. Scott made a motion to pay the bills in the amount of \$814,909.49. Amber seconded the motion. The motion was approved unanimously.

e. Other – none.

5. NEW BUSINESS.

a. Resolution to Establish Non-Resident Fee.

Amber made a motion to approve the Resolution to Establish the Non-Resident Fee listed on p. 74 for \$63.00. Kim seconded the motion. The motion was approved unanimously.

b. Resolution to Pay Bills with Prior Approval.

Amber made a motion to approve the Resolution to Pay Bills with Prior Approval. Kim seconded the motion. The motion was approved unanimously.

c. Internal Controls Policy Annual Notice.

Jodi made a motion to approve the Internal Controls Policy Annual Notice as outlined on p. 78. Amber seconded the motion. The motion was approved unanimously.

d. Review of WWPL Board Bylaws.

The by-laws were reviewed by the board.

e. PLAC Report.

The PLAC report was signed by a board officer.

f. Other – none.

6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 7:39 PM.

Respectfully submitted,



Nancy Knochel, President

Scott Willis, Vice President



Amber Van Den Berg, Secretary

smr



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 11, 2023. 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 11th day of January 2023

AYE

NAY

Justin G. Wolf
DocuSigned by:

Nancy Knobel
DocuSigned by:

Amber Van Den Berg
DocuSigned by:

Jodi Dubovich
DocuSigned by:

Scott Wood
DocuSigned by:

Frank J. Dawrey
DocuSigned by:

Kim Patton
DocuSigned by:

ATTEST:

Amber Van Den Berg
DocuSigned by:

Secretary

Westfield Washington Public Library Board of Trustees

CONTACT US

Phone: 317-896-9391

Website: wwpl.lib.in.us



VISIT US

333 W. Hoover Street

Westfield IN 46074



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.

CONTACT US

Phone: 317-896-9391

Website: wwpl.lib.in.us



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333 W. Hoover Street

Westfield IN 46074



Westfield Washington

PUBLIC LIBRARY

Adopted this the 11th Day of January 2023.

AYE

NAY

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ATTEST:

Secretary, Westfield Washington Public Library
Board of Trustees

CONTACT US

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INTERNAL CONTROLS POLICY ANNUAL NOTICE

Pursuant to Indiana Code 5-11-1-27(h) notice is hereby given that the Board of Trustees of the Westfield Washington Public Library have determined that Internal Control Policy and Procedures are in place and that personnel have received training in internal controls and procedures.

Dated January 11, 2023

Treasurer, Board of Trustees
Westfield Washington Public Library

Secretary, Board of Trustees
Westfield Washington Public Library

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**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
BOARD OF FINANCE MEETING MINUTES
JANUARY 11, 2023**

1. CALL TO ORDER.

The meeting was called to order at 7:40 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.

Amber made a motion that the 2023 Board of Trustees officers serve as 2023 Board of Finance officers. Jodi seconded the motion. The motion was approved unanimously.

3. REVIEW OF FINANCE POLICY

The finance policy was reviewed. There were no changes.

4. REGISTER OF INVESTMENTS.

There were no real investments in 2022. We received \$31,365.00 of interest from our bond money. In December Sheryl looked into our interest rate. It was .04%. After talking with the bank it was changed to 3%.

5. TRUST INDIANA.

Sheryl proposed opening a Trust Indiana account. Their rate today is 4.3763%. She would only use proceeds from the sale of the building. She was asked to talk to Mike about it. Kim and Justin will get together and come up with some ideas for investments. Both the Approval of Investment Account and Subaccounts as well as the Investing Officer Resolution were tabled.

6. ADJOURNMENT

Hearing no opposition President Nancy Knochel adjourned the meeting at 7:52 PM.

Respectfully submitted,



Nancy Knochel, President

Scott Willis, Vice President



Amber Van Den Berg, Secretary

smr