

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
FEBRUARY 8, 2023**

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by Vice-President Scott Willis. Those in attendance were: Jodi Dubovich, Amber Van Den Berg, Kim Patton, Justin Wiley and Patrick Downey. Absent was Nancy Knochel. Also present were: WWPL Director Sheryl Sollars, Erin Downey WPL Foundation Director, Eric Douthit, Attorney, and Marc Griffith of Veridus.

2. APPROVAL OF THE JANUARY 11, 2023 REGULAR BOARD MEETING AND BOARD OF FINANCE MEETING MINUTES.

Amber made a motion to approve the minutes of the regular board meeting and board of finance meeting minutes January 11, 2023. 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 \$18,854,123.00
- b. Receipts:
Receipt #8 for \$60,361.83 is the January LIT distribution. Last year our distribution was \$603,867.96. This year it is increased to \$724,342.00.
- c. The budget order was approved as submitted.
- d. Vouchers.
Claim #125 for \$20,008.58 is to krM for professional services.
Claim #126 for \$8,038.88 is to Veridus Group for professional services.
Claim #128 for \$16,384.50 is a bank transfer. The bond payment was paid out of the wrong account.
- e. Jodi made a motion to pay the bills in the amount of \$174,424.85. Amber seconded the motion. The motion was approved unanimously.
- f. A pay application for new library construction was just received. After review of the items listed Justin made a motion to pay the bill in the amount of \$636,783.46. Patrick 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 working with furniture tours and construction progress. There are some challenges with the soil but it is being addressed.

--- Future components such as the elevator are being procured. The elevator pit will be started in the near future.

--- They are working with the utility and working with the post-closing escrow items.

(2) Meyer-Najem – there is no report.

(3) Building Committee/Director Update.

--- Indemnification of WWPL.

Eric prepared the indemnification agreement. Scott made a motion to approve the Indemnification Agreement. Kim seconded the motion. The motion was approved unanimously

--- Report on Furniture Dealer Tours.

3 furniture tours were taken. The proprietary lines are similar. RJE and Business Furniture were better for our needs than Commercial Office Environment. Decisions will be made in the summer.

--- Environmental Restrictive Covenant – IDEM Comfort Letter.

A slight issue is being cleared up and the IDEM comfort letter should be resolved next month. A long term environmental restriction from IDEM is good to have since we are a public entity.

b. Library Board President's Report -- none.

c. Westfield Library Foundation Report.

- i) The money market account has \$5,010.43. The checking account has \$72,427.65. The funding initiative gifts are put in a money market. Erin is meeting with the bank to see how to make the money grow.
- ii) We closed on a \$30,000 gift yesterday for window seats in the Children's Department.
- iii) New officers for the year were: Brian Heaton President, Jack Russell Vice –President, Maureen Warren Secretary and Kurt Beier Treasurer.
- iv) The Foundation will sponsor a pickle ball tournament in August.

d. Director's Report.

- i) Manager's reports and service statistics are in the packet. There were no questions.
- ii) Building Report.
Nothing major. The alarm door was fixed.
- iii) Investment Opportunities.
Sheryl, Kim and Justin asked 5 local banks for a strategy concerning investing for the next year. Two of the banks, Fifth Third and Star, had similar interest rates. Sheryl did check with Mike Reuter. Justin made a motion for Justin and Kim to continue with due diligence the process of investigating investment opportunities and together with Sheryl have the authority to make the decisions on investments. Amber seconded the motion. The motion was approved unanimously.
- iii) Personnel Report.
 - 1) Rachel Kushner has resigned, Jocelyn Grider has been hired. Alyson Payne has been promoted to circulation Supervisor.
 - 2) LeeAnn will be moving to the Adult Reference Department and Sheryl will be hiring a new Children's Librarian.

e. Other – none.

5. NEW BUSINESS.

a. Westfield Youth Assistance Stipend/Donation.

After discussion of how to handle the stipend Jodi made a motion to authorize the disbursement of the Westfield Youth Assistance Program grant to be dispersed per the schedule provided by Sheryl and to be otherwise consistent with the State Board of Accounts. Kim seconded the motion. The motion was approved unanimously.

b. Review of State Board of Accounts Annual Financial Report.

Scott made a motion indicating that the board has reviewed and approved the State Board of Accounts Annual Financial Report. Kim seconded the motion. The motion was approved unanimously.

c. Review of Indianan State Library Annual Report.

Sheryl reported that our statistics are now better than 2019.

d. New Westfield Book.

A new book covering 1998 to 2023 is being written and Sheryl has been asked to write a chapter.

e. Other.

Eric said we are slightly amending the post-closing dates and adding in the sanitary sewer deadline of March 10th with approval by April 14.

6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 8:11 PM.

Respectfully submitted,

Scott Willis, Vice-President


Amber Van Den Berg, Secretary

smr