

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
APRIL 12, 2023**

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 and Patrick Downey. Kim Patton came in after the minutes were approved. Absent were Justin Wiley and Scott Willis. Also present were: WWPL Director Sheryl Sollars, Erin Downey WPL Foundation Director, Eric Douthit, attorney, and Marc Griffith of Veridus.

2. APPROVAL OF THE MARCH 8, 2023 REGULAR BOARD MEETING MINUTES.

Patrick made a motion to approve the minutes of the regular board meeting of March 8, 2023. Jodi seconded the motion. The motion was approved unanimously.

3. TREASURER'S REPORT.

- a. Sheryl read the treasurer's report. First Merchants Bank checking is \$922,411.39. Cash on hand is \$302.00. The First Merchants Bank GO Bond Construction is \$14,524.29. The WWPL New Library Construction fund is \$2,310,693.31. The Community First Money Market is \$14,096,410.03. The total of all banks was \$17,344,341.02.
- b. Receipts (on pages 9-10):
 - Receipt #56 for \$1,000 is the Bicentennial Grant
 - Receipt #76 for \$60,361.63 is local tax distribution
 - Receipt #72, 102-104 for \$64,963.34 is interest from First Merchants and Community First Money Markets
 - Receipt #82 for \$1,493.80 is Betty Overman Endowment Fund Grant
- c. Bills (on pages 20-29):
 - Bill #290 for \$14,524.33 for First Merchants Transfer to Community First Money Market
 - Bill #289 for \$2,312,592.51 for First Merchants Transfer to Community First Money Market
 - Bill #271 for \$14,938.00 for Awe Learning: GO Bond 2020 Project
 - Computers in Children's Department (4 computers)
 - Bill #272 for \$11,556.00 for Ivengo America: GO Bond 2020 Project
 - Self Check Stations, Circulation desk
 - Bill #273 for \$12,281.88 for kRm Architecture
 - Bill #288 for \$727,187.30 for GM Development for multiple construction costs
- i. Jodi made a motion to pay the bills in the amount of \$3,231,901.50 as outlined on pages 20-29. Patrick seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

a. WWPL New Library Project.

i. Veridus Update

1. Design – KRM: Additional Furniture tours on 4/19, Shelving Review meeting tomorrow, Reviewing utilization of BOT team for procurement of FFE, Design team is in the process of reviewing submittals and RFIs, Potential changes to Library Sanitary infrastructure under review, Re-routing Sanitary connection to avoid tying into Grand Millennium, Development sanitary improvement. Grand Millennium contractor team pulled off of project due to a lack of resolution on their sanitary Infrastructure, Design team is in the process of reviewing submittals and RFI, AV – Awaiting feedback from AV contractors.
2. Post-Closing Escrow Items: Stormwater – Connection Structure Available, Roadway/Turn Lane/Median Cut, Utility – Sanitary, Gas, Internet, Water Identified, Electric, Additional language to potentially be added to the PA in regard to sanitary completion
3. Relocation – ROM \$130,000
4. Construction: Site – Storm System continues in parking lot, Underground electrical rough in complete, Parking Lot Grading underway/Building: Foundations Complete, Elevator Masonry complete, Underslab plumbing complete, Steel being erected – Township structure taking shape, Additional steel delivery this Friday, Exterior façade mock up being constructed.
5. Sheryl asked about where the sign went. Marc will look into it.

ii. Building Committee/Director Update.

1. None

b. Library Board President's Report

- i. Nancy said nothing official. She is excited to see building progress and excellent programming happening at the library.

c. Westfield Library Foundation Report

- i. \$40,000 moved to money market. Now have a 3.5% interest rate instead of .25%.
- ii. Funding Initiative - talked to people with audio/visual ties, spoke to another organization about having their name on a playhouse (retail market). This retailer wants exclusive rights to naming (no other retail markets can purchase spaces in the new library. After discussion, Erin and TJ will go back to this retail market and offer double the initial \$15,000 naming rights. If they will not accept paying double, the next negotiation will be \$15,000 plus mandatory 1902 membership with maintaining that membership. The \$100,000 donors were announced in the Current. Community First has come back with interest in donating.

- iii. Erin and Sheryl sat down to come up with other things that could have names on it (ie: outdoor drop box); will have a new list for the Board to see
- iv. TJ made a survey that will be sent out to the 15,000 people in the database to hopefully get more interest/connections in donating
- v. Had 1st Pickleball tournament meeting; 8 people from the 1902 Society have volunteered to be on the committee
- vi. Summer Reading Program: Kiwanis is sponsoring 2 Wonderlabs; APEX author series (4 authors booked)
- vii. New Foundation Board Member: Lauren Sailor will be joining in May

d. Director's Report

- i. Manager's Reports: None
- ii. Service Statistics
 - 1. In our packet
- iii. Building Report
 - 1. Front doors broken; waiting on a part; hope to have fixed on Friday or Monday
- iv. Personnel Report
 - 1. Staff Changes: Katrina Walker and Alyson Payne resigned; Sara Perry will transition to the Asst. Circulation Manager (Sheryl will train on operations of the library/mentor her)
 - 2. Compensation Study: NFP Company will do the study, address the turnover issues-many because of the money; if NFP is too much money, Sheryl has other company names to reach out
- v. Other
 - 1. Bicentennial update: working with the other 5 local libraries, if you visit all 5, you will get your name in a drawing to win a prize (possibly \$100 gift card); still a work in progress

e. NEW BUSINESS

- i. Westfield High School Partnership: Sarah Gibbs from WHS wants books from WWPL. WHS has previously gotten rid of all books. Students will need a WWPL card to check out the books at WHS
- ii. Sumner Room Project: In the new library, the Sumner Room will hold history of library, Sumner materials, and geological materials. Any City of Westfield History items will be given to the township. *Westfield Historical Society*
- iii. Other: Nothing


5. AUDIENCE TO THE PUBLIC

Nothing

6. ADJOURNMENT

The meeting was adjourned at 7:34 PM.

Respectfully submitted,


Nancy Knochel, President


Amber Van Den Berg, Secretary