

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
MAY 10, 2023**

1. CALL TO ORDER.

The meeting was called to order at 6:59 PM by President Nancy Knochel. Those in attendance were: Jodi Dubovich, Amber Van Den Berg Justin Wiley, Scott Willis and Kim Patton. Patrick Downey attended via Zoom as a non-voting member. Also present were: WWPL Director Sheryl Sollars, Erin Downey WPL Foundation Director, Eric Douthit, attorney, and Marc Griffith of Veridus.

2. APPROVAL OF THE APRIL 12, 2023 REGULAR BOARD MEETING MINUTES.

One correction under New Business item ii – “items will be given to the township” should be “items will be given to the Westfield Historical Society.” Jodi made a motion to approve the minutes of the regular board meeting of April 12, 2023 as amended. 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 \$16,588,886.45.
 - Money was moved into the Community First Bank Money Market since it has a higher yield.
- b. Receipts:
 - Receipt #108 for \$10,000.00 is from a Westfield Library Foundation sponsor of the WWPL outreach vehicle.
 - Receipts #115 and 116 for \$1,899.24 is interest.
 - Receipt #117 for \$2,327,116.84 is the transfer from First Merchant Bank to Community First Bank.
 - Receipt #118 for \$60,361.83 is the April LIT distribution.
 - Receipt #140 for \$58,770.60 is interest from Community First Bank.
 - The Public Deposit Insurance Fund works for libraries, schools and other entities like the FDIC.
 - Community First Bank is an approved institution for the PDIF.
- c. Vouchers.
 - Claim #353 for \$1,369,805.70 is to GM Development for services, land and buildings, etc.
 - Claim #352 for \$6,898.00 to Frankenmuth Insurance for insurance – builder’s risk policy.
 - Claim #354 for \$16,688.24 is to krM for professional services.
 - Claim #355 for \$12,078.60 is to Veridus Group for professional services.
- d. Scott made a motion to pay the bills in the amount of \$1,532,290.50. Jodi seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

- a. **WWPL New Library Project.**
 - i) Veridus Update.
 - 1) The design team is working concerning the furniture.
 - 2) The soil conditions are being worked on and the concrete slab for the trustees will be poured soon.
 - 3) The team continues to adapt to the site and utility conditions.
 - ii) Dan Moyer who has property to the Northwest of us reached out about extending Maple St. This doesn’t work out as designed as it impacts our ability to expand. This proposal does not seem practical.
 - iii) Building Committee/Director Update.
 - 1) Sheryl met with Danielle about landscaping the area behind the future expansion area.
 - 2) There was a concern voiced about availability of the parking lot for events downtown. It will not be available before we open. There is a potential to use a single access gate.
 - iv) Reciprocal Easement and Operating Agreement 31/32

This concerns our property, easement and road and allocate how we will pay for drainage. Our parking is exclusive to us. This recorded document goes with the land, and will have an amendment when the trustees come on board. Scott made a motion to accept the Reciprocal Easement and Operating Agreement. Jodi seconded the motion, The motion was approved unanimously.

b. Library Board President's Report.

Nancy offered congratulations to Scott for winning the primary election for mayor.

c. Westfield Library Foundation Report.

- i) Money has been moved into the money market account for a higher interest rate.
- ii) The money raised since 1/1/23 is \$25,910.00.
- iii) Community First has committed \$25,000.00. - \$15,000 for a playhouse and \$10,000 for the new seed library. They also committed \$3,5000 a year for the seed library for a 10 year period.
- iv) Meijer is deciding on their gift which includes a playhouse.
- v) One Touch Automation is donating toward a maker space and digital lab.
- vi) The pickleball tournament on August 17th is moving along. There are sponsorship packages from \$250.00 to \$5,000.00. There will be a morning session and afternoon session.

d. Director's Report.

- i) Manager's reports and service statistics are in the packet. There were no questions.
- ii) Building Report -- the school received the plans of the current building.
- iii) Personnel Report.
 - 1) Two new circulation assistants: Joella Cox and Jan Maxwell. Carrie Gonzolez is the new Children's Library Assistant.
 - 2) Compensation Study.

Two companies submitted bids: NFP and Organizational Architecture. It was suggested that Sheryl determine the salary increases herself after reviewing the salary structure of other libraries. Sheryl has an additional interest in reviewing job descriptions and alignment of staff. No decision was made and will be revisited at the next meeting.

e. Other – none.

5. NEW BUSINESS.

a. 2024 Budget

Sheryl will contact Mie Reuter, then meet with the Finance Committee which consists of Kim and Patrick.

b. Social Media Policy.

Amber made a motion to approve the Social Media Policy as presented on pp. 63-64. Scott seconded the motion. The motion was approved unanimously

c. Kiwanis Library Beautification.

The Kiwanis Club will meet Saturday May 13 from 9am – 11am to plant and spread mulch.

d. Other.

- i) AFSUSA, which meets here at the library, is presenting the library with an award on June 14th.
- ii) Scott reported a number of constituents were concerned about our library doing book burning (banning).
- iii) Sheryl was approached to ask her to support the "little libraries" in people's yards.
- iv) Sheryl was thanked for that the library was represented at Little Shamrock night.

6. AUDIENCE TO THE PUBLIC – none

7. ADJOURNMENT.

The meeting was adjourned 7:48 PM.

Respectfully submitted,


Nancy Knochel, President


Amber Van Den Berg, Secretary

smr