

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

1. CALL TO ORDER.

The meeting was called to order at 7:02 PM by President Nancy Knochel. Those in attendance were: Amber Van Den Berg and Kim Patton. Absent were: Patrick Downey, Justine Wiley, Scott Willis and Jodi Dubovich. Also present were: WWPL Director Sheryl Sollars, Erin Downey WPL Foundation Director, Eric Douthit, attorney, and Marc Griffith of Veridus. As there was not a quorum present, the meeting was unofficial and no decisions were made.

2. APPROVAL OF THE JUNE 14, 2023 REGULAR BOARD MEETING MINUTES—tabled.

3. UNFINISHED BUSINESS.

a. WWPL New Library Project.

i) Veridus Update.

- 1) The parking lot is being worked on; roof decking continues.
- 2) AV is still being worked on.
- 3) Meeting are being set up to secure the furniture mid-September with delivery around the first of the year.
- 4) The road work is substantially complete.
- 5) Target date for the move is in late March.
- 6) Scheduling the relocation should be looked at in the near future.

b. Library Board President's Report.

Nancy went by the site today and was excited about the progress made and again believes it is the best site.

c. Westfield Library Foundation Report.

- i) \$34,000.00 has been raised in addition to the funding initiatives.
- ii) Pickleball is still being worked on; the beginner's teams are almost full.
- iii) There will be a legacy event July 19th at The Bridgewater at 5:30 PM.
- iv) The Apex sponsorship is going to the author series in the summer and to the Wonderlabs. The last lab had 168 attendees.

d. Director's Report.

i) Building Report.

Sunday, the screws in a study room door were coming out and kept the door from moving. Carpet squares were removed and the door was opened.

ii) Personnel Report -- there are no staff changes.

e. 2024 Budget.

- i) A budget meeting is scheduled for August 2nd at 3PM. The draft was sent to Mike Reuter who thought it looked okay. Kim was asked to take minutes and report back to the board.
- ii) The public hearing is scheduled for Wednesday, August 30th at 7:00 PM.
- iii) The budget adoption will take place September 13th, 2023 at the regular board meeting.

f. Compensation Study.

i) Salary Survey of Libraries.

Sheryl thanked Jodi and Kim for the information they provided. She is proposing increases to all positions. The increases in salaries is included in the 2024 budget.

g. Other – none.

4. NEW BUSINESS.

a. Capital Assets Policy – no action taken.

b. **Hotspot Circulation Policy – no action taken.**

c. **Building Insurance Renewal.**

Sheryl explained that the building insurance and vehicle insurance as well as workman's comp were paid in the total of \$12,784.00. Also that the vehicle insurance was not taken out of the Operating Fund as the Foundation will cover it. And finally that the new building insurance is accounted for in the new budget.

5. **VOUCHERS AND RECEIPTS.**

a. Vouchers.

Claim #495 for \$589,764.58 is to GM Development for professional services.

Claim #496 for \$18,494.58 is to krM for professional services.

Claim #497 for \$12,094.98 is to Veridus Group for professional services.

Claim #468 for \$6,176.91 is to Capstone for the Pebble and Pebble Go databases which the elementary schools also use.

Claim #491 for \$12,784.00 is to The Rocchio Agency for insurance renewal as stated above.

b. Receipts.

Receipt #177 for \$60,361.83 is the June LIT distribution.

Receipt #173 for \$351,390.78 is the spring property tax settlement.

Receipt #204 for \$61,067.79 is interest on the Construction Fund.

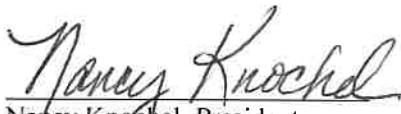
6. **AUDIENCE TO THE PUBLIC.**

One comment was made that raising the lowest clerk's salary to \$14.50 an hour is still too low.

7. **ADJOURNMENT.**

The meeting was adjourned 7:30 PM.

Respectfully submitted,


Nancy Knochel, President


Amber Van Den Berg, Secretary

smr