

**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

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VISIT US

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

Phone: 317-896-9391

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VISIT US

333 W. Hoover Street

Westfield IN 46074



Westfield Washington

PUBLIC LIBRARY

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

CONTACT US

Phone: 317-896-9391

Website: wwpl.lib.in.us



VISIT US

333 W. Hoover Street

Westfield IN 46074

**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

**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. Scott 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

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
MARCH 8, 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 and Patrick Downey. Justin Wiley came in after the minutes were approved. Absent were Kim Patton 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 FEBRUARY 8, 2023 REGULAR BOARD MEETING MINUTES.

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

3. UNFINISHED BUSINESS.

a. WWPL New Library Project.

i) Building Committee/Director Update.

(1) Veridus Update.

--- There is activity on the job site. The elevator masonry is done and the storm water infrastructure started.

--- There was meeting today to discuss the AV components.

--- The steel should arrive on site this month.

(2) Building Committee/Director Update.

--- ERC/Comfort Letter.

We received the Environmental Restricted Covenant. We cannot use ground water for ANY reason. Jodi made a motion to give Sheryl the authorization to sign the letter on behalf of the library. Amber seconded the motion. The motion was approved unanimously.

4. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$18,175,520.56.

The Community First Money Market is new and carries a 4.75% interest rate. It is not all construction fund. \$1.8 million is from the sale of this building, 11 million is the construction fund, \$65,000.00 is from the G.O. Bond and \$1.6 from another fund. We need to maintain a \$3 million dollar balance to maintain the interest rate.

b. Receipts:

Receipt #35 for \$16,384.50 is an interbank transfer.

Receipt #34 for \$3,408.00 is reimbursement of insurance on the current building.

Receipt #36 for \$60,361.83 is the February LIT distribution.

Receipt #62 for \$14,037,081.30 is for funds receipted into the new money market.

Receipt #63 for \$1,249.87 is 1 day of interest on the money market.

Receipt #65 for \$34,989.24 is interest from the First Merchants account.

c. Vouchers.

Claims #154, 155 and 156 were interbank transfers for a total of \$14,037,081.30.

Claim #208 for \$12,019.65 is to Veridus Group for professional services.

Claim #207 for \$33,412.23 is to krM for professional services.

Claim #197 for \$767,811.23 is to GM Development for multiple construction costs.

d. Amber made a motion to pay the bills in the amount of \$15,624,373.23 as outlined on pages 19-29. Jodi seconded the motion. The motion was approved unanimously.

3. UNFINISHED BUSINESS (cont).

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

c. Westfield Library Foundation Report.

- i) The money raised since 1/1/23 is \$12,099.
- ii) The pickleball tournament on August 17th has 7 volunteers.
- iii) The Foundation is sponsoring special programs for the Summer Reading Program.
- iv) Apex Benefits has joined the leadership circle pledging \$10,000 for 3 years for programming.
- v) In the 1902 Society there is 100% corporate retention and 90% family retention.

d. Director's Report.

- i) Investing Officers Resolution.
This gives Sheryl the permission to move monies. Jodi made a motion to approve the Investing Officers Resolution. Patrick seconded the motion. The motion was approved unanimously.
- ii) Manager's reports and service statistics are in the packet. There were no questions.
- iii) Building Report—none
- iv) Personnel Report.
 - 1) Michelle Wright has been hired as assistant Children's Librarian. She starts March 13th. Katrina Walker has been hired to work in circulation.

e. Westfield Book Chapter Update.

Sheryl has submitted a chapter to the book covering the history of the library. She has volunteered the library as a place to sell the book. It may be a fundraising opportunity.

f. Other – none.

5. NEW BUSINESS.

a. Solar Eclipse April 8, 2024.

Sara Perry is working with Hamilton County tourism regarding the April 8, 2024 eclipse.

b. Kiosk in new library.

Indiana Legal will place a deaf kiosk in the new library. It consists of a computer with a scanner and printer.

c. Other.

The board congratulated Sheryl on 20 years as WWPL director.

6. AUDIENCE TO THE PUBLIC

Residents David Harding and Matt McNally introduced themselves.

7. ADJOURNMENT.

The meeting was adjourned 7:32 PM.

Respectfully submitted,


Nancy Knochel, President


Amber Van Den Berg, Secretary



Westfield Washington

PUBLIC LIBRARY

INVESTING OFFICER RESOLUTION

Pursuant to IC 5-13-4-16, The Westfield Washington Public Library Board designates Sheryl A. Sollars, Executive Director, Westfield Washington Public Library, as its investing officer to transfer Operating, Debt Service, LIRF, Gift, Rainy Day and Constructions Funds from their designated Checking Accounts to the appropriate investments accounts approved by the Board of Finance. The investing officer is hereby directed to maintain complete documentations of all transactions made by the investment officer pursuant to this resolution.

Adopted this 8th day of March 2023

AYE

NAY

Justin E. Willy
Frank A. Downey
Wanderberg
Jodi Dubojind
Nancy Knochel

ATTEST:

Wanderberg

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 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

**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

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
JUNE 14, 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, Scott Willis, Kim Patton and Patrick Downey. Absent was Justine Wiley. Also present were: WWPL Director Sheryl Sollars, Erin Downey WPL Foundation Director, Eric Douthit, attorney, and Marc Griffith of Veridus.

2. APPROVAL OF THE May 10, 2023 REGULAR BOARD MEETING MINUTES.

Scott made a motion to approve the minutes of the regular board meeting of May 10, 2023. Amber seconded the motion. The motion was approved unanimously.

3. APPOINTMENT OF ACTING TREASURER.

Jodi was appointed Acting Treasurer.

4. TREASURER'S REPORT.

a. Sheryl read the treasurer's report. The total of all banks was \$16,147,519.82.

b. Receipts on pages 9-10:

Receipt #143 for \$60,361.83 is the May LIT distribution.

Receipt #152 for \$4,408.00 is the spring CVET which is divided between the Debt Service Fund and the Operating Fund.

Receipt #153 for \$810,389.24 is the spring Advance Distribution also divided between the Debt Service Fund and the Operating Fund.

Receipt #169 for \$133,557.00 is the LIT special distribution.

Receipt #172 for \$70,974.84 is interest on the Construction Fund.

c. Vouchers.

Claim #379 for \$1,242.11 is to Automatic Door & Glass for front doors repair.

Claim #321 for \$4,080.00 to the Indiana State Library for Info Services which is our courier system.

Claim #399 for \$2,000.00 to Library Market for our events calendar.

Claim #400 for \$1,699.34 is to Midwest Collaborative for the subscription to Ancestry.com.

Claim #414 for \$434,050.00 is to Bank of New York Mellon for payment on the 2021 GO Bond.

Claim #413 for \$150,877.50 is to Bank of New York Mellon for payment on the 2020 GO Bond. One more payment and that bond will be paid off.

d. Amber made a motion to pay the bills in the amount of \$2,051,481.45. Scott seconded the motion. The motion was approved unanimously.

e. Justin sent a note concerning the bond rates and advised the board to hold the course. The money market interest rate is 5.25%.

5. UNFINISHED BUSINESS.

a. WWPL New Library Project.

i) Veridus Update.

1) The design team is meeting in the next two weeks concerning the furniture design.

2) Clarification is needed from the AV contractors.

3) The storm water has been connected to the pond in the south and the water connection has been completed to Park Street.

4) The road work has started; the median is being cut.

5) Sanitary design has been rerouted, netting money and we didn't lose time on the schedule.

6) The 2nd floor concrete slab will start tomorrow; the stairs will start to go in next week.

7) Because of soil conditions the parking lot will need cement stabilization.

- 9) There will be a meeting with the city about Park Street.
- ii) It was stated that we have a guaranteed price on the project. Any money saved will go back into the project. Veridus and krM are a lump sum for each unless a redesign is needed.
- iii) Building Committee/Director Update.
 - 1) The landscaping is being redesigned and anything over the budget for this area the township will cover. The irrigation system is also being looked at.

b. Library Board President's Report.

Nancy had nothing to report except for being excited about the progress of the new library.

c. Westfield Library Foundation Report.

- i) Sign-ups for the pickle ball tournament went out Monday. Erin is actively getting sponsors.
- ii) Erin and TJ continue to work on the funding initiative.
- iii) There were 192 responses to the survey among which 47 people wanted to know more about legacy giving. There will be a gathering on July 19th at the Bridgewater concerning legacy giving as well as another in October.

d. Director's Report.

- i) Building Report.

The front doors needed to be repaired. This morning the roof in the Sumner Room leaked. The school is taking care of it. There was also a slight thing with the elevator which is no longer a problem.
- ii) Personnel Report -- there are no staff changes.

e. 2024 Budget.

- i) A budget meeting will be scheduled for July prior to the July board meeting. Mike Reuter will attend and Sheryl asks that Sara Perry also attend so that someone besides her learns the budget process. The budget should be done by the August meeting.
- ii) The public hearing is scheduled for Wednesday, August 30th at 7:00PM.
- iii) The budget adoption will take place September 13th, 2023 at the regular board meeting.

f. Compensation Study.

- i) Salary Survey of Libraries.
 - (1) Using 2022 data from the libraries of Hamilton, Boone, Johnson and Hancock counties Sheryl took an average of them all and compared them to our salaries.
 - (2) She is also going to compare similar budgets and get information from local companies. Marc mentioned Sheryl might try Work Force Analysis.
 - (3) Next month Sheryl will present a proposal.

g. Other – none.

6. NEW BUSINESS.

a. Other.

- i) Kim made a motion that committees be composed of at least 3 people (2 board members and the director) and that minutes be taken. Scott seconded the motion. It was pointed out that committees can make recommendations but not decisions unless the board specifically grants a narrow decision. The motion was approved unanimously.
- ii) Sheryl is representing the library at the State of the City tomorrow; the library's vehicle will be there.
- iii) The Summer Reading Program started June 1st with a goal of 3 million minutes being read.
- iv) Scott (appointed by county commissioners) was called by Mark Heirbrandt who asked what WWPL was doing right as they are the only library that is drama free.

7. AUDIENCE TO THE PUBLIC – none

8. ADJOURNMENT.

The meeting was adjourned 7:37 PM.

Respectfully submitted,


Nancy Knochel, President


Amber Van Den Berg, Secretary

smr

**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

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
AUGUST 9, 2023**

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by President Nancy Knochel. Those in attendance were: Amber Van Den Berg, Jodi Dubovich, Patrick Downey, Justin Wiley and Scott Willis who came in at 7:35 in time to vote on the Capital Access Policy. Absent was Kim Patton. Also present were: WWPL Director Sheryl Sollars, Erin Downey WPL Foundation Director, Eric Douthit, attorney, Marc Griffith of Veridus and Sara Perry, library employee.

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

Jodi made a motion to accept the June 14, 2013 minutes. Amber seconded the motion. The motion was approved unanimously.

3. TREASURER'S REPORT.

a. Amber made a motion to pay the bills from the June meeting in the amount of \$774,614.03. Jodi seconded the motion. The motion was approved unanimously.

b. Justin read the treasurer's report. The total of all banks was \$13,898,353.21.

c. Receipts:

Receipt #212 for \$60,361.83 is the August LIT distribution.

Receipt #231 for \$57,995.09 is the interest from Community First Bank calculated at 5.5%.

c. Vouchers.

Claim #505 for \$2914.00 to The Rocchio Agency for insurance renewal on the vehicle which was paid by the Operating Fund and should be paid by the Foundation. (just moved the money around).

Claim #556 for \$613,751.74 is to GM Development for services, land and buildings, etc.

Claim #557 for \$16,749.49 is to krM for professional services.

Claim #558 for \$10,096.94 is to Veridus Group for professional services.

Claim #561 for \$504.00 is to Onguard Security Systems to repair the parking lot cameras.

d. Amber made a motion to pay the bills in the amount of \$744,431.96. Justin seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

a. WWPL New Library Project.

i) Veridus Update.

1) The asphalt binder is down.

2) The building framing is 99% complete, interior framing is going up. Exterior framing is 85%-90% complete and the roof 75% complete.

3) Masonry should show up next Wednesday.

ii) Building Committee/Director Update.

1) Landscape design has been concluded.

2) The AV, cabling and telecommunications have been straightened out.

3) Erin and Sheryl met with the architect about the furniture.

4) Sara Perry, who is helping Sheryl at the board meetings, is working with Sheryl concerning the existing shelving going to the new library.

5) Sheryl has held the initial meeting with Allie Commons from RIVET about the coffee shop.

6) Justin gave an update on assets. We are not paying any fees and are getting 5.5%. At the last bank stress test the bank received satisfactory results.

b. Westfield Library Foundation Report.

i) Erin gave the financial report.

ii) The pickleball tournament will be next week. All the sponsorships are filled except the luncheon. There is a good selection of auction items.

- iii) The legacy event July 19th had low attendance. There will be another one October 5th at The Bridgewater.
- iv) The Westfield Lions Club donated \$5,000.00 for a computer table.

c. Director's Report.

- i) Building Report.
 - 1) The cameras in the front parking lot stopped working. They have been fixed.
 - 2) There will be a column signing in the new library before everything is finished.
- ii) Personnel Report -- there are no staff changes.

d. Compensation Study.

- i) Salary Survey of Libraries.
 - 1) Sheryl thanked Jodi and Kim again for the information they provided. Sheryl plans to be more proactive and do a compensation study each year during the budget process.
 - 2) Jodi made a motion to adopt the Salary Schedule 2024 as outlined on pp 71-72. Amber seconded the motion. The motion was approved unanimously.

e. 2024 Budget.

- i) Draft 2024 Budget -- The draft 2024 budget was sent to Mike Reuter and Sheryl completed the draft budget on Gateway.
- ii) The Finance Committee met August 2nd with Mike.
- iii) The public notice of the budget and tax rate will be done 10 days before the public hearing.
- iv) The public hearing will take place on August 30, 2023 and Mike will present the budget to the board.
- v) The 2024 budget adoption takes place September 13, 2024 at the regular board meeting.

f. Other – none.

5. NEW BUSINESS.

a. Resolution for Indianan State Library Consortium for Public Library Internet Access for the funding year.

We have already approved funding through June 30, 2024. This resolution will be for July 1, 2024 to June 30, 2025. Amber made a motion to approve the resolution for commitment to join the Indiana State Library Consortium for Public Library Internet Access. Jodi seconded the motion. The motion was approved unanimously.

b. Capital Assets Policy.

Jodi made a motion to approve the Capital Access Policy on pp. 64-66. Amber seconded the motion. The motion was approved unanimously.

c. Hotspot Circulation Policy.

This is already included in the Circulation Policy, but there were just a few changes.

d. Closing the Library April 8, 2024 for the Solar Eclipse.

Jodi made a motion to close the library on April 8, 2024 for the solar eclipse. Scott seconded the motion. The motion was approved unanimously.

6. SCOTT WILLIS LIBRARY BOARD RESIGNATION.

a. Hamilton County Commissioners Appointee to fill Scott's term.

Jill Doyle will be replacing Scott on the library board.

b. Vice-President/Secretary.

Amber has agreed to take over the Vice-President position and Jodi has agreed to take over the Secretary position for the remainder of the year. Scott moved that Amber be named Vice-President and Jodi as Secretary. Justin seconded the motion. The motion was approved unanimously.

7. **OTHER.**

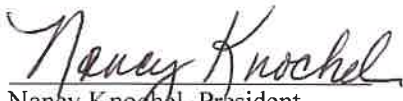
Sheryl has found out that the Westfield Homecoming Parade is September 21st and we typically close at 5:00 PM on that day. Amber made a motion to close the library on September 21st at 5:00 PM. Jodi seconded the motion. The motion was approved unanimously.

8. **AUDIENCE TO THE PUBLIC – none.**

9. **ADJOURNMENT.**

The meeting was adjourned 7:45 PM.

Respectfully submitted,


Nancy Knochel, President


~~Amber Van Den Berg, Secretary~~
Jodi Dubovich

smr

COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR JULY 1, 2024 THROUGH JUNE 30, 2025

WHEREAS, the board of the Westfield Washington Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from Broadband Connectivity Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the Broadband Connectivity Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library at its regular meeting held on the 9th day of August 2023, at which meeting a quorum was present.

NAY

AYE

Janet A. ...
Jodie Dubois
Nancy Knochel
Patrick D. Dewey
Scott A. Will

ATTEST:

W VanDerBerg
Secretary

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
AUGUST 30, 2023**

1. CALL TO ORDER.

The meeting was called to order at 7:02 PM by President Nancy Knochel. Those in attendance were: Jodi Dubovich, Patrick Downey, Justin Wiley and Kim Patton. Absent was Amber Van Den Berg. Also present were: WWPL Director Sheryl Sollars, Sara Perry, library employee, Mike Reuter, financial advisor, Jill Doyle, potential library board member and by way of Zoom Eric Douthit, attorney

2. MIKE REUTER PRESENTATION – 2024 FISCAL PLAN AND 2024 BUDGET.

- a. Mike met with the finance committee July 31st with most of the information presented this evening.
- b. Mike explained the assessed valuation, the non-farm personal income growth factor and the projection of maximum levy calculations.
- c. He pointed out that the our tax rate is dropping and at .0423 we still have the lowest rate in Hamilton County.

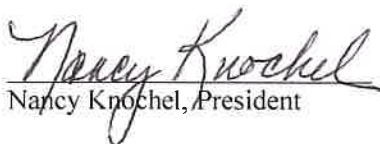
3. PUBLIC HEARING FOR 2024 WESTFIELD WASHINGTON PUBLIC LIBRARY BUDGET.

- a. President Nancy Knochel opened the Public Hearing at 7:23 PM.
- b. There were no comments made by the public.
- c. President Nancy Knochel closed the Public Hearing at 7:24 PM.
- d. Discussion of the WWPL Board – none.
- e. 2024 Budget Adoption.
The budget adoption will take place at the September 13, 2023 board meeting.

4. ADJOURNMENT.

The meeting was adjourned 7:25 PM.

Respectfully submitted,


Nancy Knochel, President


Jodi Dubovich, Secretary

smf

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
SEPTEMBER 13, 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, Patrick Downey, Kim Patton and Jill Doyle. Justin Wiley came in after the Motion for the Relocation RFP was voted on at 7:08. Absent was Amber Van Den Berg. Also present were: WWPL Director Sheryl Sollars, Erin Downey WPL Foundation Director, Eric Douthit, attorney, and Marc Griffith and Scott Senefeld of Veridus.

2. INTRODUCTION OF NEW LIBRARY BOARD MEMBER – JILL DOYLE.

Jill was introduced to replace Scott Willis' place. She told everyone a little about herself and she was welcomed.

3. MOTION FOR APPROVAL OF THE AUGUST 9, 2023 REGULAR BOARD MEETING MINUTES.

Jodi made a motion to accept the August 9, 2023 minutes. Kim seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

a. WWPL New Library Project.

i) Veridus Update.

- 1) The windows that are up in the building are temporary. The masonry is coming out well.
- 2) The interior framing is complete on the first floor and 75% on the second floor. Dry wall will start at the beginning of next month and the windows at the end of October.
- 3) The network is done and the FFE design is still being worked on.
- 4) Cafe RFP.

The cafe is not full service but offering coffee and baked goods. Jodi made a motion to approve The Cafe RFP for Cafe Operator as presented on pp. 76-80 with the ability to edit/amend as needed. Jill seconded the motion. The motion was approved unanimously.

5) Library Relocation Services RFP.

This is to move everything from the current library to the new library. Jill made a motion to approve The RFP for Moving and Relocation Management Services as presented on pp. 81-84 with the ability to edit/amend as needed. Jodi seconded the motion. The motion was approved unanimously.

6) Park St. Parking –the Interlocal Agreement was tabled until the next meeting.

ii) Building Committee/Director Update.

1) Furniture.

Still working with krM on the furniture. Fabric is now being discussed.

2) AV.

The TV portion will be done with One Touch Automation. An agreement is being worked on.

3) Column Signing Event.

Staff, people from the 1902 society and others will be invited to see the inside of the library and sign a column on September 28th. Afterwards a staff appreciation dinner will be held at Birdies. The Foundation has been asked to fund it. Sheryl asked that the library close at 3:30 on the 28th to allow all staff to attend. Justin moved that the library close at 3:30 on September 28th to allow staff to sign the column in the new library and participate in the Staff Appreciation Dinner. Kim seconded the motion. The motion was approved unanimously.

5. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$13,315,338.05.

b. Receipts:

Receipt #236 for \$60,361.83 is the September LIT distribution.

Receipt #262 for \$57,163.35 is the interest from Community First Bank calculated at 5.5%.

c. Vouchers.

Claim #619 for \$1,616,977.40 is to GM Development for services, land and buildings, etc.

Claim #557 for \$14,566.36 is to krM for professional services.

Claim #558 for \$10,083.84 is to Veridus Group for professional services.

- d. Jodi made a motion to pay the bills in the amount of \$1,777,569.87. Jill seconded the motion. The motion was approved unanimously.

4. **UNFINISHED BUSINESS – CONTINUED.**

b. **Library Board President's Report.**

Nancy was excited about the progress on the new library. She also referenced the problem that Hamilton East is having and reminded everyone that WWPL has a selection policy in place and it is reviewed every year.

c. **Westfield Library Foundation Report.**

- i) The accounts continue to grow. The total amount raised since 1/1/23 is \$61,564 not counting the funding initiatives.
- ii) The pickleball tournament was a huge success and raised \$23,000.00.
- iii) Another legacy event will be held on October 5th at The Bridgewater with Bill Purcell as speaker.
- iv) The Christmas tree raffle will be held again this year. Erin is looking for sponsors for three trees.

d. **Director's Report.**

- i) Building Report — nothing to report.
- ii) Personnel Report.

One library assistant in children's is moving. We have a circulation staff member who has also agreed to work part-time in the children's department..

e. **2024 Budget.**

- i) 2024 Westfield Washington Public Library Budget Adoption.

Justin made a motion to adopt the 2024 budget as presented. Kim seconded the motion. The motion was approved unanimously.

- ii) Excess Levy Appeal – 3 year Growth Factor Resolution.

Jodi made a motion to petition for the Excess Levy Appeal on page 117. Justin seconded the motion. The motion was approved unanimously.

f. **Other – none.**

6. **NEW BUSINESS.**

a. **Indiana State Library Courier Issues.**

Beginning in July the Indiana State Library contracted with a new service provider for courier deliveries.

They did not do a good job. The contract was cancelled and the State Library is going back to the previous service provider. A stop was put on all transits for 2 weeks for the service to get everything straightened out. The first deliveries are tomorrow. The new service hopes to have everything straightened out by October 1st.

b. **Staff, Volunteer and Board Appreciation Event – Thursday September 28, 2023**

The event will be held at Birdie's at 5:00 PM.

c. **Board of Trustees Information Sheet.**

The information sheet is in the board packet. Please let Sheryl know if there are any changes.

7. **OTHER --none**

8. **AUDIENCE TO THE PUBLIC – none.**

9. **ADJOURNMENT.**

The meeting was adjourned 7:29 PM.

Respectfully submitted,


Nancy Knochel, President


Jodi Dubovich, Secretary

smr



Westfield Washington

PUBLIC LIBRARY

PETITION TO APPEAL FOR AN INCREASE ABOVE THE MAXIMUM LEVY

The ___ Board of Trustees ___ of ___ Westfield Washington Public Library ___,
 (Fiscal Body) (Taxing Unit)

___ Hamilton ___ County, State of Indiana, has determined to appeal to the
 (County Name)

Department of Local Government Finance for an excess property tax levy.

Appeal Type	Appeal Amount
THREE-YEAR GROWTH FACTOR	\$125,000

We do hereby resolve to proceed with a petition for an excess property tax levy to the Department of Local Government Finance to increase the taxing unit's maximum levy and we represent that the taxing unit cannot carry out its governmental functions under its current maximum levy for the ensuing calendar year without the excess levy.

Adopted this ___ 13th ___ day of September, 2023

FOR	AGAINST
<i>[Signature]</i>	
<i>[Signature]</i>	
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ATTEST: *[Signature]*

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 9/13/2023 8:03:44 AM

Ordinance / Resolution Number:

Be it ordained/resolved by the **Westfield Washington Public Library** that for the expenses of **WESTFIELD PUBLIC LIBRARY** for the year ending December 31, **2024** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **WESTFIELD PUBLIC LIBRARY**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Westfield Washington Public Library**.


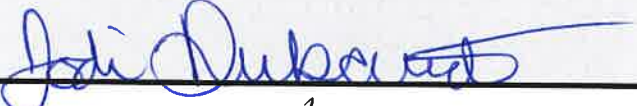
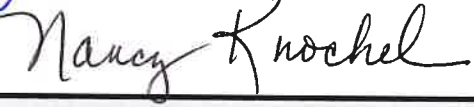

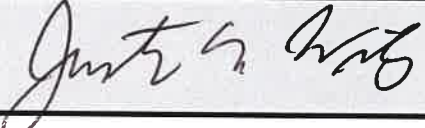

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Westfield Washington Public Library	Library Board	09/13/2023

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$310,000	\$0	0.0000
0101	GENERAL	\$1,995,365	\$1,250,167	0.0251
0180	DEBT SERVICE	\$1,351,700	\$1,350,000	0.0271
		\$3,657,065	\$2,600,167	0.0522

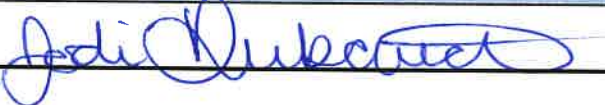
ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

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Budget Form No. 4
 Generated 9/13/2023 8:03:44 AM

Name		Signature
Patrick Downey	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Jodi Dubovich	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Nancy Knochel	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Kim Patton	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Amber VanDenBerg	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Justin Wiley	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Jill Doyle	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

ATTEST

Name	Title	Signature
Jodi Dubovich	Secretary	

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1

Yes No

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31

Yes No

WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES

REGULAR MEETING MINUTES

COMMUNITY ROOM OR VIA ZOOM

OCTOBER 11, 2023

1. CALL TO ORDER. The meeting was called to order at 7:00 PM by President Nancy Knochel.
In attendance were: Jodi Dubovich, Amber Van Den Berg, Jill Doyle, and Kim Patton (on Zoom)
Absent were: Justin Wiley and Patrick Downey
Also present were: WWPL Director Sheryl Sollars, Eric Douthit, attorney, and Marc Griffith of Veridus.
2. MOTION FOR APPROVAL OF THE September 13, 2023 REGULAR BOARD MEETING MINUTES.
Jill made a motion to accept the September 13, 2023 minutes.
Jodi seconded the motion.
The motion was approved unanimously.
3. TREASURER'S REPORT.
 - a. Sheryl read the treasurer's report. The total of all banks was \$11,670,450.19.
 - b. Receipts:
Receipt #265 for \$60,361.83 is the September LIT distribution.
Receipt #287 for \$1,000.00 from the Rotary
Receipt #289 for \$49,494.03 is the interest from Community First Bank Construction Fund
 - c. Vouchers.
Claim #696 for \$944,487.17 is to GM Development for services, land and buildings, etc.
Claim #697 for \$13,514.16 is to krM for professional services.
Claim #698 for \$20,16835 is to Veridus Group for professional services.
 - d. Amber made a motion to pay the bills in the amount of \$1,103,681.53.
Jill seconded the motion.
The motion was approved unanimously.
4. UNFINISHED BUSINESS.
 - a. WWPL New Library Project.
 - i. Veridus Update.
 1. Design team is working on furniture and fixtures final decision
 2. Construction update – 95% of masonry is complete. First floor wall framing complete, second floor 85%. The windows should be received soon and installed by the end of November.
 3. Café RFP – One received 10/11/23
 4. Library Relocation RFP – Due 11/09/23
 5. Park St. Parking – Interlocal Agreement with the City of Westfield (p. 62-70) to use our resources to construct parking within its right-of-way to harness efficiency of scale. The City would reimburse the entire cost of

\$95,000.

Jill made a motion to accept the Interlocal Agreement

Amber seconded the Motion

The motion was approved unanimously

Amber made a motion to give approval for Sheryl, Eric and building committee to make a recommendation to authorize Marc to get started on the project after consulting with council.

Jodi seconded the Motion

The motion was approved unanimously

- ii. Building Committee/Director Update
 - 1. Column signing a success. Nancy please at turnout.
- b. Library Board President's Report
 - i. Jill Doyle filing ex-officio foundation board spot
- c. Westfield Library Foundation Report
 - i. Christmas tree raffle – tickets on sale Nov 1st
 - ii. Writing grant for new elevator. Let Erin know if there's anyone else she should reach out to for funding opportunities.
- d. Director's Report
 - i. Manager's Report
 - ii. Statistics
 - iii. Current building – recent HVAC issues have been resolved
 - iv. Personnel Report
 - 1. Staff Changes
Resignations – Sara W (Circulation) and Bristy D (public services)
New Hires – Joanna (Circulation)
Will evaluate replacing Bristy at the beginning of 2024
 - 2. Staff Evaluations – managers preparing now and are due at the end of October
 - e. Other – Jodi and Amber will be completing Sheryl's evaluation
- 5. NEW BUSINESS.
 - a. WWT Partnership – Their OWWN Guide is being redesigned and will include more library information. WWT will hire a shared scheduling employee to help with clerical work for both WWT and the library. WWPL will also be moving to CivicRec, the scheduling platform the Township already uses.
- 6. AUDIENCE TO THE PUBLIC – none.
- 7. ADJOURNMENT. The meeting was adjourned at 7:35 PM.

Respectfully submitted,


Nancy Knochel, President


Jodi Dubovich, Secretary

Westfield Washington Library
Executive Board Session
11/8/2023

In attendance: Amber Van Den Berg, Jodi Dubovich, Patrick Downey, Jill Doyle, Kim Patton, Nancy Knochel.

The Board discussed the annual evaluation of the Director. No action was taken.

Board will meet again at the December meeting

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

1. CALL TO ORDER.

The meeting was called to order at 7:18 PM by President Nancy Knochel. Those in attendance were: Jodi Dubovich, Patrick Downey, Kim Patton, Amber Van Den Berg and Jill Doyle. Absent was Justin Wiley. Also present were: WWPL Director Sheryl Sollars, Erin Downey WPL Foundation Director, Eric Douthit, Attorney, Marc Griffith and Scott Senefeld of Veridus and WWPL employee Sara Perry.

2. MOTION FOR APPROVAL OF THE OCTOBER 11, 2023 REGULAR BOARD MEETING MINUTES.

Amber made a motion to approve the October 11, 2023 minutes. Jill seconded the motion. The motion was approved unanimously.

3. TREASURER'S REPORT.

a. Sheryl read the treasurer's report. The total of all banks was \$10,702,584.00.

b. Receipts:

Receipt #290 for \$60,361.83 is the November LIT distribution.

Receipts #305 - #308 and #320 - #322 for \$2,799.50 is reimbursement from e-rate funds for the hot spots.

Receipt # 314 for \$267.84 is a reimbursement from the WPL Foundation for the ELL program.

Receipt #330 for \$48,034.20 is the interest from the Construction Fund at Community First Bank.

c. Vouchers.

Claim #766 for \$1,384,720.50 is to GM Development for project fund disbursement.

Claim #767 for \$6,898.00 is to Frankenmuth Insurance for building risk insurance.

Claim #768 for \$12,561.52 is to krM for professional services.

Claim #748 for \$3,000.00 is to Ice Miller for calculations for rebate and arbitrage.

Claim #750 for \$5,029.00 is to Perfection Group for quarterly preventative maintenance on the HVAC.

d. Jodi made a motion to pay the bills in the amount of \$1,531,027.64. Kim seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

a. WWPL New Library Project.

i) Veridus Update.

1) The design team is wrapping up the fine tuning on the furniture and it is under budget.

2) The windows are going in and the granite facade is underway.

3) The drywall is complete on the first floor and framing and insulation are underway on the second floor.

4) Proposals have been received for the relocation process.

5) Park St. Parking –this goes to the city council and the work will be done in the spring.

ii) Building Committee/Director Update.

1) Cafe Proposals.

Proposals were received from the Java House and Rivet. Sheryl's recommendation is to go with Rivet, which is local. Eric has drawn up a proposal. Concerns were voiced about the hours offered and suggestions for the rent was proposed. Sheryl will discuss those with Rivet and have them agreed to before signing a contract.

2) Furniture.

Final decisions are being made. Sheryl is talking to the copy machine people; we will have 4 copiers, 2 on each floor.

3) A shared person to handle scheduling for both the library and the township was explained.

b. Library Board President's Report.

The director's evaluation is being worked on.

c. Westfield Library Foundation Report.

- i) There are more commitments for money spread out over time than is seen in the cash on hand.
- ii) The amount raised since the beginning of 2023 is over \$70,000 beyond the funding initiatives.
- iii) November 28th is Giving Tuesday and proceeds will help fund the children's, teen and adult programs.
- iv) A wish list has been requested from children's, teen and adult departments.
- v) The Christmas tree raffle has raised \$2,700 so far.

d. Director's Report.

- i) Personnel Report.
No staff changes this month.
- ii) Staff evaluations are complete.

e. Other – none.

5. NEW BUSINESS.

a. Employee Handbook Revision.

Sheryl has created the position "professional assistant" which is bringing in line current practices. Amber made a motion to approve the employee handbook changes as proposed on pp. 91-93. Kim seconded the motion. The motion was approved unanimously.

b. Other.

The health insurance renewal came through and is an increase of only 5% which is below the national average. The library will stay with the same coverage.

6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 7:50 PM.

Respectfully submitted,


Nancy Knochel, President


Jodi Dubovich, Secretary

smr

Westfield Washington Library
Executive Board Session
12/13/2023

In attendance: Amber Van Den Berg, Jodi Dubovich, Jill Doyle, Nancy Knochel, Justin Wiley

The Board discussed the annual evaluation of the Director.

- Director evaluation was discussed and agreed upon
- 2024 Director Goals and Objectives reviewed and agreed upon
- Board agreed on a \$2000 bonus for directors' work.

Executive session ended at 7:15

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
DECEMBER 13, 2023**

1. CALL TO ORDER.

The meeting was called to order at 7:18 PM by President Nancy Knochel. Those in attendance were: Jodi Dubovich, Amber Van Den Berg, Justin Wiley and Jill Doyle. Absent were Kim Patton and Patrick Downey. Also present were: WWPL Director Sheryl Sollars, Marc Griffith of Veridus and WWPL employee Sara Perry.

2. MOTION FOR APPROVAL OF THE NOVEMBER 8, 2023 REGULAR BOARD MEETING MINUTES.

Amber made a motion to approve the November 8, 2023 minutes. 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 \$9,868,350.89.

b. Receipts:

Receipt #334 for \$577,241.79 is the Fall Property Tax Advance.

Operating Fund \$232,860.80 Debt Service Fund \$344,380.99

Receipt #335 for \$4,407.00 is the Fall Commercial Vehicle Excise Tax.

Operating Fund \$2,013.20 Debt Service Fund \$2,393.80

Receipt #336 for \$60,361.83 is the November LIT distribution.

Receipt #358 for \$39,267.01 is the interest from the Construction Fund.

c. Vouchers.

Claim #827 for \$1,054,509.05 is to GM Development for the construction project.

Claim #828 for \$29,256.92 is to krM for 2 months of professional services.

Claim #829 for \$22,182.09 is to Veridus for 2 months of professional service.

Claim #831 for \$593,215.00 is to Bank of New York Mellon for final payment of the 2020 GO Bond and payment on the 2021 GO Bond.

d. Jill made a motion to pay the bills in the amount of \$1,855,690.10. Amber seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

a. WWPL New Library Project.

i) Veridus Update.

1) The furniture selection is finished and ready to execute the last orders.

2) The Park St. interlocal agreement goes before the city, probably in January.

3) Construction is progressing well. First floor is being painting, the drywall is being put in on the second floor. Windows are 90% complete. The library elevator will be installed in the next two weeks.

4) The café has additional design work.

5) Two proposals have been reviewed for relocation. Drieske's Moving and Storage falls within the budget.

6) \$4,800.00 is being contributed to the video wall.

b. Library Board President's Report -- none

c. Director's Report.

i) Sheryl sent out art for a mural for review. Different options were discussed.

ii) The arbitrage situation about the bond proceeds was explained further.

iii) Building Report.

School representatives have been coming over to look at the building and structure.

iv) Personnel Report.

1) Director's Performance Appraisal.

Amber reported on the decisions of the board regarding the appraisal. As a result the board decided to

move her salary from \$97,000 to \$105,000 with a \$2,000 bonus for all the hard work this past year.

2) **2024 Salary Schedule and 2024 Pay Rates effective on the January 18, 2024 Payroll.**

Sheryl explained the changes on both the 2024 Salary Schedule and the 2024 Pay Rates. She indicated that these were all in the budget.

Jodi made a motion to approve the Salary Schedule on pp. 67-68 for the year 2024. Justin seconded the motion. The motion was approved unanimously.

Amber made a motion to approve the 2024 Pay Rates effective with the January 18, 2024 pay date.

Jill seconded the motion. The motion was approved unanimously.

v) **Staff changes.**

1) Our Technical Services Manager (cataloger) has resigned effective December 31st. Instead of hiring a new cataloger we have an library assistant who can handle those duties.

2) A part-time library assistant in circulation resigned and we hired 2 new part-time library assistants since another part-time circulation assistant is going to Children's.

d. **Westfield Library Foundation Report.**

i) The Foundation received \$25,000.00 from Ortho Indy and a \$4,000.00 grant from Duke.

ii) Erin is planning a VIP event in May.

iii) Erin asked that board members mention year-end giving to the Foundation to other people.

e. **Other – none**

5. **NEW BUSINESS.**

a. **2024 Library Calendar.**

Jodi made a motion to approve the 2024 Library Calendar. Amber seconded the motion. The motion was approved unanimously.

b. **Library Payroll Dates.**

Amber made a motion to approve the 2024 Payroll Dates. Jodi seconded the motion. The motion was approved unanimously.

c. **Operating Fund Appropriation Resolution.**

Jill made a motion to approve the Library Appropriation Resolution for 2023. Jodi seconded the motion. The motion was approved unanimously.

d. **Resolution to Encumber 2023 Operating Funds**

Amber made a motion to approve the Resolution to Encumber Operating Funds for 2023. Jodi seconded the motion. The motion was approved unanimously

e. **2024 Election of Officers.**

Justin made a motion to continue with the current slate of officers for 2024. Amber seconded the motion. The motion was approved unanimously. (Nancy-President, Amber-Vice-President, Jodi-Secretary and Justin-Treasurer.)

f. **2024 Committee Appointments.**

Building – Justin and Nancy	Policy – Nancy and Patrick	Foundation – Jill and Nancy
Personnel – Jodi and Amber	Budget – Kim and Patrick	

g. **Other.**

Sheryl has 4 weeks that she would like to roll over into 2024. Justin made a motion to allow Sheryl to roll her vacation from the 2023 calendar year to 2024. Jill seconded the motion. The motion was approved unanimously.

6. **AUDIENCE TO THE PUBLIC – none.**

7. **ADJOURNMENT.**

The meeting was adjourned 8:07 PM.

Respectfully submitted,


Nancy Knochel, President


Jodi Dubovich, Secretary

smr



Westfield Washington

PUBLIC LIBRARY

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Westfield Washington Public Library: Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Westfield Washington Public Library, Westfield, Hamilton County, Indiana, that for the expenses of the Westfield Washington Public Library, the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
PERSONAL SERVICES	
1.13 Adult/Tech Services	\$ 5,000.00
1.24 Group Insurance	\$ 11,000.00
SUPPLIES	
2.1 Office/Library/Misc.Supplies	\$ 2,000.00
OTHER SERVICES AND CHARGES	
3.1 Professional Services	\$ 700.00
3.11 Electronic Resources	\$ 14,500.00
3.61 Service Contracts	\$ 1,500.00
3.91 Dues	\$ 1,200.00
CAPITAL OUTLAYS	
4.53 5) Books-Adult	\$ 4,500.00
4.71 DVDs	\$ 700.00
TOTAL	\$41,100.00

Sec. 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the appropriations be reduced in the following amounts:

CONTACT US

Phone: 317-896-9391

Website: wwpl.lib.in.us



VISIT US

333 W. Hoover Street

Westfield IN 46074



Westfield Washington

PUBLIC LIBRARY

LIBRARY OPERATING FUND

AMOUNT REDUCED

PERSONAL SERVICES

1.12	Asst.Dir/AdminAsst.	\$ 5,000.00
1.14	Youth Services	\$ 13,000.00

OTHER SERVICES AND CHARGES

3.16	Subscription Databases	\$ 8,500.00
3.17	Other Software	\$ 3,000.00
3.21	Telephone/Internet	\$ 6,400.00

CAPITOL OUTLAYS

4.56	Books -YA	\$4,500.00
4.72	Adult Audio	\$ 700.00

TOTAL

\$41,100.00

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted this 13th day of December 2023, by the following aye and nay vote.

AYE

Walter Ben Berg
John Dubocove
Nancy Knocchil
Justin A. Kelly

NAY

ATTEST: *John Dubocove*
 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 ENCUMBER OPERATING FUNDS

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Operating Fund for Items which have purchase orders having not yet been delivered and services which have yet to be met to further the projects of the Westfield Washington Public Library during 2023; Now, therefore be it resolved by the Library Board of the Westfield Washington Public Library, Hamilton County, Indiana, that for the following appropriations hereby be encumbered from the 2023 budget for the Operating Fund and ordered as set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

<u>Vendor's Name</u>	<u>Budget Line Item</u>	<u>Amount Encumbered</u>
Westfield Washington	1.12 Asst.Dir/AdminAsst.	\$7,800.00
Public Library Employee	1.13 Adult/Tech Services	\$6,200.00
Payroll	1.14 Youth Services	\$3,600.00
	1.15 Library Assistants	\$6,500.00
	1.16 Library Pages	\$ 600.00
	1.21 Employment Benefits	\$2,200.00
TOTAL		\$26,900.00

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted on this 13th day of December 2023 by the following aye and nay vote.

AYE

Wendy Slu Berg
Jodi Dubois
Gill Soyle
Nancy Knochel
Justin G. Indy

NAY

ATTEST:

Jodi Dubois
 Secretary, Westfield Washington Public Library Board

CONTACT US

Phone: 317-896-9391
 Website: wwpl.lib.in.us



VISIT US

333 W. Hoover Street
 Westfield IN 46074



SALARY SCHEDULE
2024

Grade	Job Title	Minimum	Maximum
9	Director	\$36.00	\$53.00
8	Assistant Director	\$23.00	\$42.00
7	Manager I/Department Head	\$22.00	\$35.75
6	Librarian II	\$20.00	\$29.50
5	Assistant Librarian	\$19.00	\$27.50
4	Manager II	\$18.00	\$25.50
3	Manager III	\$17.00	\$23.50
2	Library Assistant I	\$16.00	\$21.00
1	Library Assistant II	\$14.50	\$19.50
	Library Student Page	\$10.00	

Minimum Requirements

Director – Requires a MLS as well as either 10 years of library experience or 6 years of library experience that includes 3 years of supervising professional staff after completing the MLS/MLIS and Indiana Librarian Certificate 1 (LC1) – Classification Professional

Assistant Director – Requires a MLS/MLIS and 5 years library experience which includes some supervisory experience after completing the MLS/MLIS and Indiana Librarian Certificate 1 (LC1) WWPL Classification - Professional

- Assistant Director of Operations**
- Assistant Director of Public Services**
- Assistant Director of Technology and Facilities**

Manager I/Department Head – Requires MLS/MLIS and 3 years of library experience that includes some supervisory experience after completing the MLS/MLIS and Indiana Librarian Certificate 2 (LC2). WWPL Classification – Professional

- Adult Services Manager**
- Children Services Manager**
- Technical Services Manager**

Librarian II – Requires a MLS/MLIS. Library Experience preferred. Indiana Librarian Certificate 3 (LC3) WWPL Classification - Professional

Adult Services Librarian
Children's Services Librarian
Teen Librarian

Assistant Librarian - Requires 60 hours of college course credit and 9 hours of college level library science credit. Indiana Librarian Certificate 5 (LC5) – WWPL Classification – Professional Assistant

Adult Services Assistant Librarian
Children Services Assistant Librarian

Manager II – Requires high school diploma with 2 years college coursework or 5 years experience in job related field. WWPL Classification – Professional Assistant

Bookkeeper
Circulation Manager
Teen Room Supervisor
Program Director (Shared Position with WWT)

Manager III – Requires high school diploma with 2 years college coursework or 3 years experience in job related field. WWPL Classification - Professional Assistant

Public Relations/Marketing
Manager
Circulation Assistant Manager

Library Assistant I – Requires high school diploma or equivalent and at least 2 years college coursework or 5 years library experience. WWPL Classification Support

Circulation Supervisor
Technical Services Library Assistant

Library Assistant II – Requires high school diploma or equivalent and at least 2 years college coursework completed or 3 years library experience. WWPL Classification – Support

Children Library Assistant
Adult Library Assistant
Circulation Library Assistant
Administration Library Assistant

Library Student Page – Requires the ability to alphabetize and place items in numerical order. WWPL classification – Support

Student Page



Westfield Washington
PUBLIC LIBRARY

CALENDAR - 2024

<u>MONTH</u>	<u>BOARD MEETING</u>	<u>CLOSINGS</u>
JANUARY	JANUARY 10 th	January 1 st - New Year's Day January 15 th - Dr. Martin Luther King Day
FEBRUARY	FEBRUARY 14 th	
MARCH	MARCH 13 th	March 31 st - Easter Sunday
APRIL	APRIL 10 th	April 8 th - Eclipse
MAY	MAY 8 th	May 26 th * May 27 th - Memorial Day
JUNE	JUNE 12 th	
JULY	JULY 10 th	July 4 th - Independence Day
AUGUST	AUGUST 14 th	
SEPTEMBER	SEPTEMBER 11 th	September 1 th * September 2 nd - Labor Day
OCTOBER	OCTOBER 9 th	
NOVEMBER	NOVEMBER 13 th	November 27 th Close at 5:00 November 28 th Thanksgiving
DECEMBER	DECEMBER 11 th	December 24 th - Christmas Eve December 25 th - Christmas December 31 st - New Year's Eve

BOARD MEETINGS BEGIN AT 7:00 P.M. IN THE COMMUNITY ROOM OF THE WESTFIELD WASHINGTON PUBLIC LIBRARY.

*The Library will be closed the Sunday before Memorial Day and Labor Day, Sunday March 31st for Easter and will close at 5:00 pm the day before Thanksgiving.



**WESTFIELD WASHINGTON PUBLIC LIBRARY
PAYROLL DATES – 2024**

<u>PAY PERIOD</u>	<u>DATE OF CHECK</u>	<u>DOCKET</u>
December 18-December 31	January 4	January 10
January 1-January 14	January 18	February 14
January 15-January 28	February 1	February 14
January 29-February 11	February 15	March 13
February 12-February 25	February 29	March 13
February 26-March 10	March 14	April 10
March 11-March 24	March 28	April 10
March 25-April 7	April 11	May 8
April 8-April 21	April 25	May 8
April 22-May 5	May 9	June 12
May 6-May 19	May 23	June 12
May 20-June 2	June 6	June 12
June 3-June 16	June 20	July 10
June 17-June 30	July 3*	July 10
July 1-July 14	July 18	August 14
July 15-July 28	August 1	August 14
July 29-August 11	August 15	September 11
August 12-August 25	August 29	September 11
August 26-September 8	September 12	October 9
September 9-September 22	September 26	October 9
September 23-October 6	October 10	November 13
October 7-October 20	October 24	November 13
October 21-November 3	November 7	November 13
November 4-November 17	November 21	December 11
November 18-December 1	December 5	December 11
December 2-December 15	December 19	January 8, 2025
December 16-December 29	January 2, 2025	January 8, 2025
December 30-January 12	January 16, 2025	February 12, 2025

*July 3rd pay date is a Wednesday, due to the July 4th holiday falling a Thursday.