

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
COMMUNITY ROOM OR VIA ZOOM  
JANUARY 10, 2024**

**1. CALL TO ORDER.**

The meeting was called to order at 7:03 PM by President Nancy Knochel. Those in attendance were: Jodi Dubovich, Amber Van Den Berg, Justin Wiley, Kim Patton and Jill Doyle. Patrick Downey was absent. Also present were: WWPL Director Sheryl Sollars, Erin Downey of the WPL Foundation, Marc Griffith and Scott Senefeld of Veridus, Abigail and Katie of krM. On Zoom were attorney Eric Douthit and WWPL employee Sara Perry.

**2. MOTION FOR APPROVAL OF THE DECEMBER 13, 2023 REGULAR BOARD MEETING MINUTES.**

A correction to the minutes is #4ai6. \$48,000.00 is being contributed to the video wall not \$4,800.00. Amber made a motion to approve the December 13, 2023 minutes as amended. Jodi 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 \$8,548,645.42.

b. Receipts:

Receipt #360 for \$396,766.54 is the Fall Property Tax settlement.

Operating Fund \$160,225.68      Debt Service Fund \$236,540.86

Receipt #367 for \$60,361.83 is the December LIT distribution.

Receipt #387 for \$33,798.06 is the interest from the Construction Fund.

c. Vouchers.

Claim #58 for \$1,017,672.71 is to GM Development for the construction project.

Claim #40 for \$4,770.35 is to New Image Upholstery to recover chairs for the new library.

Claim #50 for \$750.00 is to Bank of New York Mellon for administration fees on our bond.

d. Jill made a motion to pay the bills in the amount of \$1,090,516.90. Amber seconded the motion. The motion was approved unanimously.

e. 1782 Notice for the 2024 Budget.

i) Resolution for Blanket Appropriation Modification.

Amber made a motion to approve the Resolution for Blanket Appropriation Modification as shown on page 40. Jodi seconded the motion. The motion was approved unanimously.

**4. UNFINISHED BUSINESS.**

**a. WWPL New Library Project.**

i) Veridus Update.

1) The FFE design is underway and is within budget.

2) In regards to the relocation, we have received the contract agreement and follow up to the proposal.

3) Construction continues to progress well. The exterior is close to completion. Drywall and finishes are progressing, the elevators are in and the mechanicals fired up.

4) They are co-ordinating with Meijer-Najem and are currently on schedule.

5) May 1<sup>st</sup> is the furniture install.

ii) Building Committee/Director Update.

1) Sheryl indicated that the library is scheduled to be closed 3 weeks for the move but hopes it will be less.

2) Abigail and Katie of krM offered a slide presentation of the furniture selections for new library. They also indicated that we are within budget.

**b. Library Board President's Report** – Amber will be chairing the board meeting in February.

**c. Westfield Library Foundation Report.**

i) Erin reported that the total amount the Foundation raised in 2023 is \$159,240 not counting pledges.

- ii) There are two new board members: Thomas Wagner and Katie Ellis.
- iii) The 1902 Society continues to grow. It accounts for almost \$16,000.00 per year.
- iv) The Funding Initiative has \$191,500 in committed gifts for the new library.
- v) The Foundation raised \$2,550 on Giving Tuesday and One-Touch Automation has agreed to match this amount which will go to the digital lab.

**d. Director's Report.**

- i) Building Report – nothing new.
- ii) Personnel Report.
  - 1) Joint Program Director.  
Eric has drafted up a contract for this director who will be shared between the Township and the Library. The director will be an employee of the Township. We will give 50% of the costs. This person will schedule rooms and inputting calendar data into the software. Jodi made a motion to approve the contract on page 66. Justin seconded the motion. The motion was approved unanimously.
- iii) Staff changes.  
We have a part-time library assistant position open.

**e. Other – none.**

**5. NEW BUSINESS.**

**a. Resolution to Establish Non-Resident Fee 2024.**

The fee covers an entire family. Amber made a motion to approve the Resolution to Establish Non-Resident Fee. Kim seconded the motion. The motion was approved unanimously.

**b. Resolution to Pay Bills with Prior Approval.**

Jill made a motion to approve the Resolution to Pay Bills with Prior Approval. Amber seconded the motion. The motion was approved unanimously.

**c. Internal Controls Policy Annual Notice.**

Amber made a motion to approve the Internal Controls Policy Annual Notice. Jodi seconded the motion. The motion was approved unanimously.

**d. Review of the WWPL Board By-Laws.**

The by-laws were reviewed. There were no changes.

**e. Board Member Appointment.**

Amber's appointment is up at the end of February. Amber indicated that she is willing to continue.

**f. PLAC Report – the report was signed.**

**g. Other.**

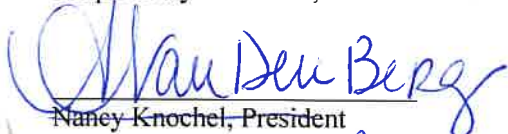
The February meeting is changed from February 14<sup>th</sup> to February 7<sup>th</sup>.

**6. AUDIENCE TO THE PUBLIC – none.**

**7. ADJOURNMENT.**

The meeting was adjourned 7:44 PM.

Respectfully submitted,

  
Naney Knochel, President  
Amber Van Den Berg

  
Jodi Dubovich, Secretary  
Jill Doyle



# Westfield Washington

PUBLIC LIBRARY

## WESTFIELD WASHINGTON LIBRARY BOARD RESOLUTION for BLANKET APPROPRIATION MODIFICATION



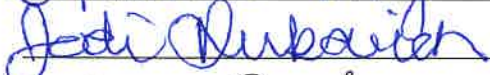
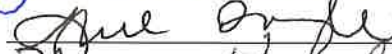

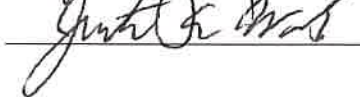
**WHEREAS**, the Library Board of Westfield Washington is required to advertise the 2024 budget several months prior to implementation,

**AND WHEREAS**, expenditure calculations used to prepare the budget and establish tax levies and rates for advertisement are projections of events that may take place over the next three months,

**AND WHEREAS**, the Library Board of Westfield Washington wishes to implement the most appropriate and accurate budget for the patrons of Westfield Washington Public Library,

**THEREFORE, BE IT RESOLVED**, that the Library Board grants the appropriate authority to Sheryl Sollars, Director, to modify appropriations in the 2023 and/or 2024 Budgets as necessary in response to receipt of the 1782 Notice for Budget Year 2024 from the Indiana Department of Local Government Finance, which by statute should be no later than December 31, 2023.

Passed and adopted this 10<sup>th</sup> day of January 2024.

  
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### CONTACT US

Phone: 317-896-9391

Website: [wwpl.lib.in.us](http://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.

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- (13) Bond or coupon payments.
- (14) Payroll costs.
- (15) State, federal, or county taxes.
- (16) Expenses that must be paid because of emergency circumstances.
- (17) Expenses for advertising and Promoting Library Services
- (18) Other expenses described in another library board resolution

The Westfield Washington Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

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Adopted this the 10th Day of January 2024.

AYE

NAY

<i>Kim Pao</i>	_____
<i>Wander Berg</i>	_____
<i>Jodi Dubois</i>	_____
<i>Julie Doyle</i>	_____
<i>Just a. Smith</i>	_____
_____	_____
_____	_____
_____	_____

ATTEST:

*Jodi Dubois*

Secretary, Westfield Washington Public Library  
Board of Trustees

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## 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 \$65.00 for an individual non-resident card and \$65.00 for a family non-resident card, effective January 11, 2024. 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 10<sup>th</sup> day of January 2024

AYE

NAY

*Kim [unclear]*  
*Vanderberg*  
*John Dubovich*  
*[unclear]*  
*Nancy Knochel*  
*[unclear]*

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ATTEST:

*John Dubovich*  
Secretary

Westfield Washington Public Library Board of Trustees

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## 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 10, 2024

Treasurer, Board of Trustees  
Westfield Washington Public Library

Secretary, Board of Trustees  
Westfield Washington Public Library

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**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES  
BOARD OF FINANCE MEETING MINUTES  
JANUARY 10, 2024**

**1. CALL TO ORDER.**

The meeting was called to order at 7:45 PM by President Nancy Knochel. Those in attendance were: Kim Patton, Jill Doyle, Justin Wiley, Amber Van Den Berg and Jodi Dubovich. Absent was Patrick Downey. Director Sheryl Sollars was also present.

**2. ELECTION OF OFFICERS.**

Jill made a motion that the 2024 Board of Trustees officers serve as 2024 Board of Finance Officers in the same offices. 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.**


The Community First Money Market interest earned as of 12/31/2023 was \$614,355.81.

**5. ADJOURNMENT**

Hearing no opposition President Nancy Knochel adjourned the meeting at 7:47 PM.

Respectfully submitted,

  
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Nancy Knochel, President  
Amber Van Den Berg

  
\_\_\_\_\_  
~~Jodi Dubovich~~, Secretary  
Jill Doyle