

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
FEBRUARY 7, 2024**

1. CALL TO ORDER.

The meeting was called to order at 7:01 PM by Vice-President Amber Van Den Berg. Those in attendance were: Justin Wiley, Jill Doyle, Patrick Downey and Lee Ann Roeder. Jodi Dubovich and Nancy Knochel were absent. Also present were: WWPL Director Sheryl Sollars, Erin Downey of the WPL Foundation, Eric Douthit, attorney, Scott Senefeld of Veridus, and WWPL employee Sara Perry.

2. MOTION FOR APPROVAL OF THE JANUARY 10, 2024 REGULAR BOARD MEETING MINUTES AND BOARD OF FINANCE MEETING MINUTES.

Jill made a motion to approve the January 10, 2024 regular board meeting minutes and the Board of Finance meeting minutes. Justin seconded the motion. The motion was approved unanimously.

3. APPOINTMENT OF ACTING SECRETARY.

Jill Doyle was appointed Acting Secretary.

4. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$7,534,770.37.

b. Receipts:

Receipt #9 for \$68,203.17 is the January LIT distribution per month. Overall yearly increase is \$94,096.08. Receipt #27 for \$32,728.43 is the interest from the Construction Fund.

c. Introduction of the new library board member.

Lee Ann Roeder was introduced as the newest board member. She is a city council appointee.

d. Vouchers.

Claim #117 for \$677,980.26 is to GM Development for the construction project.

Claim #118 for \$9,390.78 is to krM Architecture for professional services.

Claim #119 for \$10,102.93 is to Veridus for professional services.

e. Motion to pay bills.

Justin made a motion to pay the bills in the amount of \$823,076.52. Jill seconded the motion. The motion was approved unanimously.

e. 2024 LIT Distribution and Budget Order.

Page 27 shows the 2024 Budget Order which indicates that our budget is certified.

4. UNFINISHED BUSINESS.

a. WWPL New Library Project.

i) Veridus Update.

- 1) Scott indicated that everything is progressing well.
- 2) krM continues to coordinate FFE procurement and the relocation schedule.
- 3) Coordination continues with the Park St. improvements.
- 4) In regards to the relocation, the stored Carmel shelving relocation is scheduled to start April 1st.
- 5) Café – still working with design for the space and coordinating with Rivet. It is hoped to be finish soon.
- 6) The soil is being back filled and the building exterior finishes are going on.
- 7) The dry wall is complete, primer and first coat of paint is complete, some floor finishes are being installed, and the boilers will be started and the VAVs.

ii) Building Committee/Director Update.

1) Second Amendment to Post Closing Escrow Agreement.

Eric informed the board that the seller has asked that all but \$20,000.00 of the escrow money be returned to him and citing why this was all right. Lee Ann made a motion to confirm the Second

Amendment to Post Closing Escrow Agreement and that Sheryl be authorized to sign the agreement. Justin seconded the motion. The motion was approved unanimously.

2) **EverBright Light Wall.**

We have received a \$4,000.00 grant to put toward the EverBright Light wall. Sheryl will use the rest of the GO Bond, about \$13,000.00 to pay for it.

3) **Grand Opening.**

The Grand Opening is tentatively being scheduled for June 1st with ribbon cutting etc. This is also the first day of the summer reading program. A soft opening will happen before that. Sheryl is asking for volunteers on the planning committee. The township will have their ribbon cutting opening ceremony before ours.

4) **Additional Appropriation Resolution.**

The additional appropriation is needed to spend the money from the proceeds of the sale of the building. It is about \$1.6 million and since it is over our 4.9 growth quotient it needs to go before the city council. Justin made a motion to approve the Additional Appropriation Resolution. Jill seconded the motion. The motion was approved unanimously,

b. Library Board President's Report – none.

c. Westfield Library Foundation Report.

- i) The funding initiative is still being worked on, and currently there are committed gifts of \$191,500.00.
- ii) There will be a Foundation fund raising event on May 18th.
- iii) A pickleball tournament will be held on Thursday, August 22nd.
- iv) The 1902 Society has 10 new members
- v) Erin is working with Nancy about the Summer Reading Program and the Apex Author Series. The Foundation will help fund programs.

d. Director's Report.

- i) Building Report – nothing except there is a lot of activity with the school coming over.
- ii) Personnel Report.
 - 1) Joint Program Director.
Paula Bell has been hired as the joint Program Director for WWT and WWPL.
- iii) Staff changes.
The part-time library assistant position has been filled by Wagma (Heela) Shinwane.

e. Other – none.

5. NEW BUSINESS.

a. Appropriation Resolution.

Justin made a motion to approve the Library Appropriation Resolution to place \$28,000 from Operating Fund 1.12 to Operating Fund 3.1 for professional services. LeeAnn seconded the motion. The motion was approved unanimously.

b. Review of State Board of Accounts Annual Financial Report.

Jill made a motion to approve the State Board of Accounts Annual Financial Report as outlined on pp. 88-104. Justin seconded the motion. The motion was approved unanimously.

c. Review of Indiana State Library Annual Report.

All statistics have increased over 2023. Sara did most of the report this year.

d. Other.

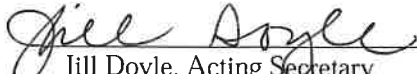
6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 7:41 PM.

Respectfully submitted,


Amber Van Den Berg, Vice-President


Jill Doyle, Acting Secretary

smr



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
OTHER SERVICES AND CHARGES	
3.1 Professional Services	\$28,000.00
TOTAL	\$28,000.00

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:

LIBRARY OPERATING FUND	AMOUNT REDUCED
PERSONAL SERVICES	
1.12 Asst.Dir/AdminAsst.	\$28,000.00
TOTAL	\$28,000.00

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted this 7th day of February, by the following aye and nay vote.

AYE	NAY
<u>Bill Boyle</u>	_____
<u>Van Der Berg</u>	_____
<u>Justin E. ...</u>	_____
<u>Robert A. Dewey</u>	_____
<u>W. Ann ...</u>	_____
_____	_____
_____	_____
_____	_____

ATTEST: Bill Boyle
Secretary, Westfield Washington Public Library
Board of Trustees



ADDITIONAL APPROPRIATION RESOLUTION

Whereas, it has been determined that it is now necessary to appropriate more money than was originally appropriated in the annual budget; now, therefore:

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

FUND NAME	PURPOSE SPECIFIED	AMOUNT REQUESTED	AMOUNT APPROPRIATED
Operating Fund	Capital Outlays	\$1,600,000.00	\$1,600,000.00

Adopted this 7th day of February 2024

AYE

NAY

<u>Julie Doyle</u>	_____
<u>J Van Den Berg</u>	_____
<u>Justin G. Wright</u>	_____
<u>Frank A. Downey</u>	_____
<u>LeAnne Reeder</u>	_____
_____	_____
_____	_____

ATTEST:

Julie Doyle
Secretary, Westfield Washington Public Library
Board of Trustees