

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
COMMUNITY ROOM OR VIA ZOOM
MARCH 13, 2024**

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by President Nancy Knochel. Those in attendance were: Justin Wiley, Jill Doyle, Patrick Downey, Amber Van Den Berg, Jodi Dubovich and Lee Ann Roeder. 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 FEBRUARY 7, 2024 REGULAR BOARD MEETING MINUTES.

Amber made a motion to approve the February 7, 2024 regular board meeting minute. Jill 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 \$6,885,974.05. The cash flow report had an error last month which has been corrected giving the correct cash flow report this month.

b. Receipts:

Receipt #29 for \$399.91 is insurance from the outreach vehicle collision damage. Someone backed into the vehicle.

Receipt #34 for \$1,769.67 is reimbursement for the wage of the summer intern.

Receipt #36 for \$13,539.98 is reimbursement of an Internet grant which goes to the installation of the fiber line and to cover a couple of monthly payments for the new library.

Receipt #39 for \$68,203.17 is the February LIT distribution.

Receipt #54 for \$1,000.00 is the deductible refund for the outreach vehicle.

Receipt #56 for \$93,963.00 is the foundation gift toward the upstairs terrace and children's playhouses.

Receipt #69 for \$24,680.97 is the interest from the Construction Fund.

d. Vouchers.

Claim #197 for \$758,797.45 is to GM Development for the construction project.

Claim #198 for \$8,137.35 is to Veridus for professional services.

Claim #195 for \$4,932.03 is to krM Architecture for professional services.

Claim #196 for \$8,114.57 is to Veridus for professional services.

Claim #199 for \$18,766.11 is to GM Development for the construction project. \$5,330.61 is from the Operating Fund and \$13,435.5 is from the new library donation fund.

Claim #164 for \$4049.00 is to Invengo America Corp for annual maintenance.

Claim #179 for \$2,437.33 is to The Rocchio Agency for cyber security insurance and Workman's Comp.

Claim #200 for \$65,666.00 is to WWPL to transfer from the new library donation fund to the money market.

The donation from the WPL Foundation was put in checking and should have been put in the money market.

e. Motion to pay bills.

Jodi made a motion to pay the bills in the amount of \$992,570.89. Lee Ann seconded the motion. The motion was approved unanimously.

4. UNFINISHED BUSINESS.

a. WWPL New Library Project.

1) Veridus Update.

1) Scott again indicated that everything is progressing well.

2) Outside, the concrete sidewalks are in and irrigation is being put in, also 6 trees were to be put in today.

3) Inside, the carpet is down, the café area is not in yet.

4) The stored Carmel shelving relocation is now being installed.

2) Café Agreement.

A revised agreement was sent to Rivet on Monday. We not heard back yet. Eric will follow up tomorrow.

- 3) Relocation Timeline.
As mentioned above the Carmel shelving is being put in. Tammy Sanders has taken pictures of the spaces. Totes are being used to pack up offices and supplies.
- 4) Interlocal Agreement - Park Street Parking.
The agreement has been amended and we are paying for the sidewalks. Jill made a motion to approve the amendment to the interlocal agreement. Jodi seconded the motion. The motion was approved unanimously.
- 5) Condo Agreement with WWT.
According to state law there needs to be a Condo Association Board with at least 3 people. The library and the township are working through the process. The split is 18/82. The library will retain ownership of the building. There will not be any designated parking.
- 6) Additional Appropriation to Expend Proceeds from the Sale of the Current Library.
This was passed by city council and Sheryl is waiting to hear back from the DLGF.

b. Library Board President's Report.

Nancy is glad to be back and welcomed LeeAnn to the library board.

c. Westfield Library Foundation Report.

- i) The Foundation funded the upstairs terrace and the playhouses for the new library.
- ii) Erin gave a tour of the new library to the Mayor and City Council.
- iii) There will be a VIP event on May 18th. It will be a fun evening starting with a scavenger hunt. There will be a raffle at each stop. Board members are asked to each donate a bottle of wine for the wine pool.
- iii) The pickleball tournament will be held on Thursday, August 22nd.
- iv) Foundations from neighboring libraries have gathered to form a group and plan to meet quarterly.
- v) APEX Benefits has provided \$10,00 for 12-14 programming and author visits this year.

d. Director's Report.

- i) Sheryl provided a quarterly summary for the board of the progress on goals stated in her performance review. These included reviewing the strategic plan, working on relocation and working with WWT.
- ii) Staff changes.
Sara will be transitioning out of circulation to cover the library overall. Sherine Paul will become assistant circulation manager and will assume her new position July 1st.

e. Other – none.

5. NEW BUSINESS.

a. Resolution to Establish 403 – Rebate for the 2021 GO Bond Funds.

Amber made a motion to approve the Resolution to Establish 403 – Rebate for the 2021 GO Bond Funds. Jodi seconded the motion. The motion was approved unanimously.

b. Resolution to Transfer Funds from the Construction Fund to the Rebate for 2021 GO Bond Funds.

Lee Ann Made a motion to approve the Resolution to Transfer Funds from the Construction Fund to the Rebate for 2021 GO Bond Funds. Jill seconded the motion. The motion was approved unanimously.

c. Resolution to Establish 247 – State Technology Fund.

Amber made a motion to approve the Resolution to Establish 247 – State Technology Fund. Jill seconded the motion. The motion was approved unanimously. The date on the Resolution was changed from March 11, 2024 to March 13, 2024, the date the resolution passed.

c. Approval to Close the Library for the Move.

Sheryl proposes to close the Library from April 15 – May 19. Justin made a motion to approve closing the Library from April 15 to May 19 with the discretion of the director to change the dates as needed. Patrick seconded the motion. The motion was approved unanimously.

d. Grand Opening.

The grand opening will be at noon on June 1st, which is also the first day of the Summer Reading Program. The theme is New Chapter, New Adventure.

e. Temporary Succession Plan.

The Succession Plan was provided to the board.

f. Library Board Information Sheet.

The Board was asked to let Sheryl know if there were any corrections to their personal information on the sheet.

g. Other.

The Library is closed on April 8th. Sheryl asked that the staff have the day off. Consensus agreed.

6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 7:56 PM.

Respectfully submitted,


Nancy Knochel, President

DocuSigned by:


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Jodi Dubovich, Secretary

smt



Westfield Washington

PUBLIC LIBRARY

RESOLUTION TO ESTABLISH 247 - STATE TECHNOLOGY FUND GRANT FUND

WHEREAS, The Board of the Westfield Washington Public Library finds that a State Technology Fund Grant Fund needs to be established to receive money from the state Technology Fund and

WHEREAS the fund name as directed by the State Board of Accounts must be called "State Technology Fund Grant Fund"

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Westfield Washington Public Library do hereby establish the State Technology Fund Grant Fund for the purpose(s) of receiving money from the State Technology Fund and paying the necessary bills associated with the non e-rate portion of the Internet access invoices from the approved Internet service provider.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library at its regular meeting held on the ¹³Nth day of March 2024, at which meeting a quorum was present.

AYE

NAY

Nancy Knochel
Michael A. Dehney
W Van Der Berg
John Dubocovich
Dice Songle
Lee Ann Roeder
Justin A. Long

ATTEST:

John Dubocovich
 Secretary, Westfield Washington Public Library Board of Trustees

CONTACT US

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VISIT US

333 W. Hoover Street

Westfield IN 46074



Westfield Washington

PUBLIC LIBRARY

RESOLUTION TO ESTABLISH 403 - REBATE FOR THE 2021 GO BONDS FUND

WHEREAS, The Board of the Westfield Washington Public Library finds that a Rebate for the 2021 GO Bonds Fund needs to be established.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Westfield Washington Public Library do hereby establish the Rebate for the 2021 GO Bonds Fund for the purpose(s) of paying the excess interest earned under the regulations of tax exempt bonds to the IRS.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library at its regular meeting held on the 13th day of March 2024, at which meeting a quorum was present.

AYE

NAY

Nancy Knochel
Paul A. Doherty
Wander Berg
Jodi Dubovich
Bill Soyle
Lee Ann Leeder
Justin L. Long

ATTEST:

Jodi Dubovich
 Secretary, Westfield Washington Public Library Board of Trustees

CONTACT US

Phone: 317-896-9391

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Westfield Washington

PUBLIC LIBRARY

RESOLUTION TO TRANSFER FUNDS FROM CONSTRUCTION FUND TO THE REBATE FOR 2021 GO BOND FUNDS

WHEREAS, it has been shown that the funds in 401 Construction Fund need to be transferred to the 403 – Rebate for the 2021 GO Bond Funds

We the library board of the Westfield Washington Public Library, do resolve that the following transfers be made.

Transfer from 401 Construction Fund	\$290,000.00
Transfer to 403 Rebate for the 2021 GO Bond funds	\$290,000.00

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted this 13th day of March 2024, by the following aye and nay vote.

AYE

NAY

<u>Nancy Krochel</u>	_____
<u>J. Russell Dawrey</u>	_____
<u>Wander Berg</u>	_____
<u>John Dubauich</u>	_____
<u>Julie Doyle</u>	_____
<u>Lee Ann Roeder</u>	_____
<u>Janet Co. Co. Co.</u>	_____

ATTEST: John Dubauich
Secretary of the Westfield Washington Public Library

CONTACT US

Phone: 317-896-9391

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