

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

1. CALL TO ORDER.

The meeting was called to order at 7:03 PM by President Nancy Knochel. Those in attendance were: Justin Wiley, Jill Doyle, and Lee Ann Roeder. Attending via ZOOM were, Amber Van Den Berg and Jodi Dubovich. Also present were: WWPL Director Sheryl Sollars, Eric Douthit, attorney, Scott Senefeld of Veridus, and WWPL employee Sara Perry.

2. MOTION FOR APPROVAL OF THE MARCH 13, 2024 REGULAR BOARD MEETING MINUTES.

Jill made a motion to approve the March 13, 2024 regular board meeting minutes. Justin seconded the motion. The motion was approved unanimously by Nancy, Jill, Justin, Lee Ann, Amber and Jodi.

3. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$6,066,451.05.

b. **Receipts:**

Receipt #85 for \$1,560.90 is the annual distribution from the Betty Overman Grant. It is used for the Summer Reading Program and other collections in the Children's Department.

Receipt #86 for \$68,203.17 is the March LIT distribution.

Receipt #87 for \$65,666.00 is the reimbursement to the construction fund for the roof terrace.

Receipt #88 for \$290,000.00 is the transfer of interests from the Construction Fund into the new Arbitrage Fund.

Receipt #106 for \$22,238.69 is the interest from the Construction Fund.

d. **Vouchers.**

Claim #266 for \$765,430.47 is to GM Development for the construction project. \$90,784.98 is from the Operating Fund and \$674,645.49 is from the Construction Fund.

Claim #268 for \$11,737.44 is to krM Architecture for professional services

Claim #275 for \$6,248.57 is to Veridus for professional services.

Claim #234 for \$399.57 is to Blossom Collision for the outreach vehicle collision damage repair.

Claim #247 for \$8,614.44 is to Konica Minolta Business for a large document printer for public use in the maker space. \$6,495.00 is for the document printer and \$2119.44 is for supplies and software.

e. **Motion to pay bills.**

Lee Ann made a motion to pay the bills in the amount of \$1,222,225.71. Jill seconded the motion. The motion was approved unanimously by Nancy, Jill, Justin, Lee Ann, Amber and Jodi.

4. UNFINISHED BUSINESS.

a. WWPL New Library Project.

1) Veridus Update.

1) Inside floor finishes are mostly done; drywall and paint touch up is ongoing; Lighting is 100% in place.

2) A couple more TVs need to be hung, and the café work is ongoing.

3) Work on the exterior still needs to be competed; site-wise the asphalt topcoat is not yet put on.

4) Meyer-Najem has scheduled with krM for the initial punch next week. The final completion date will not be established until the final punch occurs. The completion date is still on schedule.

5) Shelving is finishing next week. Sheryl has the office totes but not the carts yet. They should be there the week of the 22nd.

6) Landscaping still has more to be done,

2) Café Agreement.

The agreement has been negotiated up to the last couple of pieces which were sent out today. They have the same opening timeline as the library. The lease starts May 1st. A lump sum down and a fixed amount each month.

3) Condo Agreement with WWT.
We received their revisions to our revisions. The only real issue is the expansion area and making sure the library can expand there. There is a meeting on Friday.

4) Relocation update.
We are not closing until the 22nd. Next week the offices are being packed up so that on the 22nd we can start moving.

b. Library Board President's Report -- no report.

c. Westfield Library Foundation Report.

- i) The Money Market account has \$57,028.63; the Checking account has \$47,460.64. There is \$2,012.26 in the Funding Initiative Checking Account and \$31,689.06 in the Funding Initiative Money Market account.
- ii) There is \$217,500 in committed gifts for the new library.
- iii) The Foundation has started selling tickets for the VIP event on May 18th.

d. Director's Report.

- i) We did get the DLGF approval for the additional appropriation
- ii) Building – a tree fell in the employee parking lot. It has been taken care of.
- iii) Staff changes – none.

e. Grand Opening.

- i) The grand opening will take place on June 1st at 12 noon.
- ii) The Chamber and City officials will attend. The police have been contacted should there be a need.
- iii) Save the date cards will go out soon.

f. Other.

The PLAC report needs to be signed.

5. NEW BUSINESS.

a. May 8th, 2024 Board Meeting.

The May 8th board meeting will be held at the current library.

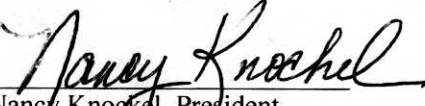
b. Other -- none

6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 7:24 PM.

Respectfully submitted,


Nancy Knoedel, President


Jodi Dubovich, Secretary

smr