

WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Meeting Room A – WWPL
17400 Westfield Blvd, Westfield, IN 46074
June 12, 2024

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, Patrick Downey, Lee Ann Roeder, Justin Wiley
Also present were: WWPL Director Sheryl Sollars, and Marc Griffith and Scott Senefeld of Veridus.
2. MOTION FOR APPROVAL OF THE May 8, 2024 REGULAR BOARD MEETING MINUTES.
Amber made a motion to accept the May 8, 2024 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 \$5,325,442.96
 - b. Receipts:
 - 131: Spring property tax advance- \$727,946.89
 - 132: May Local Income Tax distribution- \$68,203.17
 - 135: Commercial Vehicle Tax- \$4,346.00
 - 136: Memorial Bench- \$4,500.00
 - 138: Interest from Construction Fund- \$15,938.47
 - 140: Local Distribution- \$205,387.00
 - c. Vouchers.
 - 396: New Image Upholstery- \$4608.10
 - 406: Veridus- 6,214.40
 - 336: GM Development- \$250,461.31
 - 410 KRM: \$5,000
 - 403: Metronet \$3,202.25
 - 391: Digital Signage software \$2,364.00
 - 385: BNY Mellon- \$674,900
 - d. Lee Ann made a motion to pay the bills in the amount of \$1,130,105.25
Jill seconded the motion.
The motion was approved unanimously.
4. UNFINISHED BUSINESS.
 - a. WWPL New Library Project.
 - i. Veridus Update.
 1. Finishing Punch List with completion date of June 19th. Working on documentation for completion and plans for building for future updates if necessary.
 2. Landscaping punch list is being worked on and providing feedback.
 3. At 11 months Veridus will walk the building to make sure warranties are intact and any changes/repairs made.
 - ii. WWT Library: Trustee Owners Association Bylaws and Declaration of Covenants, Conditions, and Restrictions for WWT Library & Trustee Owners Association

1. Sheryl shared that they would like expansions to only be one story. She would like the language to say that we will consult the township about expansion possibilities.
2. The Library has two positions open on the condo board. Sheryl would like for herself and Board President to hold those positions. Language will say Sheryl and Appointee of Library Board President.

iii. Parking

1. Park Street Parking will be paid for by the city. A bill will need to be sent to the city.
2. City would like to use library parking after hours. There are options for restaurants to possibly rent our lot for valet parking.

c. Westfield Library Foundation Report

- i. \$120,382 has been committed in gifts since January
- ii. The Gotwald Family is sponsoring the Makerspace in honor of their daughter, Annie. Dedication ceremony will be on August 3rd.
- iii. Pickleball Tournament is August 22nd. Contact Erin if you know of any possible sponsors.

d. Director's Report

- i. Manager's Report
- ii. Statistics
- iii. Current building
- iv. Personnel Report
 1. Staff Changes
 - Retirement: Kerry Green, his last day is June 1st.
 2. Sheryl would like to create two new positions.
 - a. Makerspace/IT Manager
 - b. Part Time Assistant to help with Makerspace Room
 - c. Building Maintenance

5. NEW BUSINESS.

a) 2025 Budget

- i) Budget Committee Meeting with Mike Reuter – July
 - *Jill Doyle will be the board representative for the budget committee
- ii) Public Hearing – August 28, 2024 – 7:00 pm – Mike Reuter
- iii) 2024 Budget Adoption – September 11, 2024 – 7:00 pm –

b) Meeting Room Policies and Fee Structure

- i) Working with Township to come to agreement on policies and fee structure for renting spaces.

c) MakerSpace Policies and Procedures

- i) Ribbon Cutting for the Makerspace

d) Staff In-Service Day – Monday October 14, 2024 with WWT

- i) CPR/AED Training
- ii) QPR Training – Question, Persuade, and Refer – Suicide prevention training
- iii) Stop the Bleed
- iv) Narcan

e) 2025-2027 Strategic Plan

- i) Current plan expires at the end of the year. Possibly considering hiring a consulting firm to help create

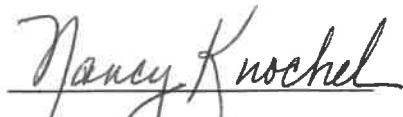
a plan.

f) Other

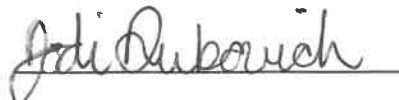
6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT. The meeting was adjourned at 7:50 PM.

Respectfully submitted,



Nancy Knochel, Board President



Jodi Dubovich, Secretary