

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
OCTOBER 9, 2024**

1. CALL TO ORDER.

The meeting was called to order at 7:00 PM by President Nancy Knochel. Those in attendance were: Jill Doyle, Lee Ann Roeder, Justin Wylie and Patrick Downey. Amber Van Den Berg attended on line. Absent was Jodie Dubovich. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry and Eric Douthit, attorney.

2. APPOINTMENT OF ACTING SECRETARY.

Jill was appointed Acting Secretary.

3. MOTION FOR APPROVAL OF THE SEPTEMBER 11, 2024 REGULAR BOARD MEETING MINUTES.

Lee Ann made a motion to approve the September 11, 2024 regular board meeting minutes. Justin seconded the motion. The motion was approved unanimously by Nancy, Jill, Justin, Lee Ann, Patrick, and Amber (on-line).

4. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$3,694,619.53.

b. Receipts:

Receipt #267 for \$68,203.17 is the September LIT.

Receipt #269 for \$4,021.24 is a refund from Duke Energy from 333 W. Hoover St.

Receipt #287 for \$181.81 is a refund from Waste Management for 333 W. Hoover St.

Receipt #289 for \$85,098.67 is a reimbursement from the city of Westfield for Park St. Parking.

Receipt #297 for \$7,426.27 is the interest from the Money Market account.

c. Vouchers.

Claim #627 for \$2,042.88 is to Veridus for continued support and making sure all punch list are done or are being worked on.

Claim #660 for \$4,222.00 is to Fredericks for additional cabinets in children's workroom and mailboxes.

d. Motion to pay bills.

Jill made a motion to pay the bills in the amount of \$159,283.10. Justin seconded the motion. The motion was approved unanimously by Nancy, Jill, Justine, Lee Ann, Patrick, and Amber (on-line).

5. UNFINISHED BUSINESS.

a. Veridus Update.

1) HVAC people were here. A compressor had to be replaced as it had a bad part. The new compressor is drying out and the HVAC people will be back tomorrow.

2) The floor boxes in the program room can't be opened.

3) Eric stated we are getting ready to close on the real estate to the township. This is selling the land under the township building. Nancy made a motion to give Sheryl the authority to sign the paperwork on the transfer of property. Jill seconded the motion. The motion was approved unanimously by Nancy, Jill, Justin, Lee Ann, Patrick, and Amber (on-line).

b. Library Board President's Report.

1) Next month, in November, Amber and Jodi will have something for the board to deliberate on Sheryl's evaluation. There will be a short executive meeting before the November meeting.

2) At the December meeting there will be reorganizing for the 2025 business year. Please consider whether you want to stay on the same committee, move to another one or sign up for new one.

3) The December meeting will be Nancy's last meeting on the WWPL Board.

c. Westfield Library Foundation Report.

1) There will be a Christmas tree raffle again this year with 5 trees instead of 3. It will start November 2nd. On November 2nd there will be a revealing event with cookies, a magician, crafts and more.

- 2) The Children's and Adult's Spanish books have started to arrive. It will be in its own special section.
- 3) Katie Ellis, a Foundation Board member, is conducting interviews with donors and community leaders. This information will hopefully help the Foundation chart a path in support of the library.
- 4) Art Wall -- the Foundation received 16 submissions. It was decided to use 2 artists per month, eliminating the months February, March, May and September which will be themed.
- 5) Erin hosted a Library Foundation Director's luncheon a few weeks ago.

d. Director's Report.

- 1) Statistics continue to be higher than they have ever been.
- 2) Building Report.
 - i) Additional Building Projects -- there is a budget of about \$150,000 including design work.
 - ii) We need a dimmer switch in the recording studio.
 - iii) Sheryl and Jamie (Township) had a meeting with Alex of Hoosier Remodeling to discuss some minor projects.
 - iv) Overseeding and irrigation -- The irrigation system continued during all the rain so there was puddling. The lawn mower crew reseeded.
 - v) The lease on the computers is up so we are upgrading and getting new computers next week. We are repacking the old ones and will send them out by the end of November.
- 3) Personnel Report.
 - i) A position was added to the Salary Schedule.
 - ii) Lisa Bhatt is resigning as of October 27th.
 - iii) Jenna Ramolt has been hired.
 - iv) Staff evaluations have started and will be done by November.
 - v) We are looking to hire an adult library assistant.
 - vi) Staff Development Day will be October 14th for the staff of both the library and the township.
- 4) Policies and Procedures Update.
 - i) Makerspace/STEM Lab policy.
Jill made a motion to accept the Makerspace and STEM Lab policy on pages 78-80. Justin seconded the motion. The motion was approved unanimously by Nancy, Jill, Justin, Lee Ann, Patrick, and Amber (on-line).

6. NEW BUSINESS.

a. Resolution to Close Rebate for 2021 GO Bond Fund.

Justin made a motion to approve the Resolution to Close Rebate for the 2021 GO Bond Fund. Lee Ann seconded the motion. The motion was approved unanimously by Nancy, Jill, Justin, Lee Ann, Patrick, and Amber (on-line).

b. Resolution to Close the Bond Interest and Redemption Fund.

Justin made a motion to approve the Resolution to Close the Bond Interest and Redemption Fund. Jill seconded the motion. The motion was approved unanimously by Nancy, Jill, Justin, Lee Ann, Patrick, and Amber (on-line).

c. Justin and Jill are up for reappointment in December.


c. Other -- none

6. AUDIENCE TO THE PUBLIC -- none.

7. ADJOURNMENT.

The meeting was adjourned 7:40 PM.

Respectfully submitted,


Nancy Knochel, President


Jill Doyle, Acting Secretary

smr



Westfield Washington

PUBLIC LIBRARY

Resolution to Close the Bond Interest Redemption Fund

Whereas, it has been determined that the Westfield Washington Public Library no longer needs Bond Interest Redemption Fund (BIRF), and

Whereas, the Westfield Washington Public Library wishes to transfer the balance in the Bond Interest Redemption Fund (BIRF) to the Library Operating Fund; therefore,

We the Board of Trustees of the Westfield Washington Public Library do resolve to close out the Bond Interest Redemption Fund (BIRF) and transfer the balance of \$1,050,662.11 to the Library Operating Fund.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library at its regular meeting held on the 9th day of October 2024 at which meeting a quorum was present.

AYE

NAY

Frank D. Devrey

Nancy Kwochel

Jim H. Smith

Paul Doyle

William Kowder

ATTEST:

Gill Doyle

Secretary, Westfield Washington Public Library Board of Trustees

CONTACT US

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VISIT US

17400 Westfield Blvd
Westfield, IN 46074



Westfield Washington

PUBLIC LIBRARY

Resolution to Close the Rebate for 2021 GO Bond Fund

Whereas, it has been determined that the Westfield Washington Public Library no longer needs Rebate for 2021 GO Bond Fund therefore,

We the Board of Trustees of the Westfield Washington Public Library do resolve to close out the Rebate for 2021 GO Bond Fund.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library at its regular meeting held on the 9th day of October 2024 at which meeting a quorum was present.

AYE

NAY

Paul W. Dewey

Nancy Knochel

Jill Soyle

Lee Ann Reeder

Justin Smith

ATTEST:

Jill Soyle

Secretary, Westfield Washington Board of Trustees

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