

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
SEPTEMBER 11, 2024**

1. CALL TO ORDER.

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

2. APPOINTMENT OF ACTING TREASURER.

Jill was appointed Acting Treasurer.

3. MOTION FOR APPROVAL OF THE AUGUST 14, 2024 REGULAR BOARD MEETING MINUTES.

Lee Ann made a motion to approve the August 14, 2024 regular board meeting minutes. Jill seconded the motion. The motion was approved unanimously.

4. TREASURER'S REPORT.

a. Jill read the treasurer's report. The total of all banks was \$3,683,633.94.

b. Receipts:

Receipt #226 for \$68,203.17 is the August LIT.

Receipt #228 for \$676.33 is an insurance refund from Frankenmuth.

Receipt #252 for \$7,504.77 is the interest from the Money Market account.

c. Vouchers.

Claim #624 for \$12,472.32 is to GM Development for the remaining furniture order.

Claim #623 for \$226.00 is to H & N Outdoor Services for putting up the mailboxes.

Claim #625 for \$1,200.00 is to Jack Laurie for storage. This is an annual fee split with the township.

d. Motion to pay bills.

Jodi made a motion to pay the bills in the amount of \$166,078.88. Lee Ann seconded the motion. The motion was approved unanimously.

5. UNFINISHED BUSINESS.

a. WWPL New Library Project.

1) Veridus Update.

i) John Totty will walk tomorrow to confirm completion of most of the punch list items.

ii) HVAC—the equipment is re-commissioned and Daikin is waiting on a part for roof top unit 3.

-- the team is reviewing the thermostat for the Building Auto System to make it consistent throughout the building.

-- the boilers and pumps are now working in the appropriate sequence and the control valves are working between the heaters.

2) Sheryl met with krM concerning some solutions for furniture and possibly more booth spaces for one or two people and to reconfigure the magazine display.

3) Eric reported that the plat and declaration have been recorded and that closing should be done by next month.

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

c. Westfield Library Foundation Report – no report.

d. Director's Report.

1) There is an increase in all services.

- 2) Building Report.
 - a) Roof Unit 3 is being fixed.
- 3) Staff changes.
 - a) A library assistant for the Makerspace has been hired.
 - b) We have a new page, Ella.
 - c) Jenna Webb had resigned but decided to stay.

e. 2025 Budget.

- 1) 2025 Budget Adoption.

Jill made a motion to accept the 2025 budget as presented. Jodi seconded the motion. All approved: Nancy, Jill, Jodi, Lee Ann, Patrick and Amber (online).
- 2) The 3 Year Growth Appeal Resolution.

Sheryl stated that the mayor has written a letter in support of the growth appeal which will be submitted tomorrow. Jodi made a motion to approve the petition for the 3 year growth appeal in the amount of \$175,000.00. Lee Ann seconded the motion. The motion was approved by all: Nancy, Jodi, Lee Ann, Patrick, Jill and Amber (online).

f. Policies and Procedures Updates.

The Collection Development Policy and Internet Acceptable Use Policy were reviewed and had only minor changes. Jill made a motion to accept the Collection Development and Internet Acceptable Use Policies as amended. Jodi seconded the motion. All approved: Nancy, Patrick, Jodi, Jill, Lee Ann and Amber (online).

g. 2022-2023 Audit.

The audit was completed August 29, 2024 with an exit interview. Patrick attended.

h. Hamilton County – Dolly Parton Imagination Library

The libraries are still continuing to discuss the imagination library and feel a county agency should fund it. The committee will approach the Community Foundation and/or United Way. The State Library is willing to fund half.

6. NEW BUSINESS.

a. 333 W Hoover St. – Furniture/Equipment Disposal.

Almost everything was donated to the home school group at Grace Church. We also donated books to Goodwill. We took all of the metal shelving with us. We just need to get to get rid of the wooden end panels. Jill made a motion to properly dispose of all equipment from the old library. Lee Ann seconded the motion. The motion was approved by all: Nancy, Patrick, Jodi, Jill, Lee Ann and Amber (online).

b. Board Member Reappointment

Jodi is up for reappointment the WWS board. Confirmation should be approved Tuesday.

c. Other.

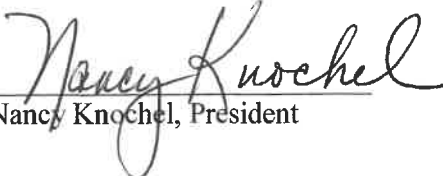
- 1) We received the grant for the AED. Sheryl ordered it but it is on backorder.
- 2) The Summer Reading Program had 3,343,952 minutes logged in. A 19.3% increase over 2023.

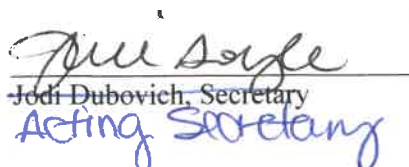
6. AUDIENCE TO THE PUBLIC – none.

7. ADJOURNMENT.

The meeting was adjourned 7:23 PM.

Respectfully submitted,


Nancy Knochel, President


Jodi Dubovich, Secretary
Acting Secretary

smr

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 7/29/2024 12:44:11 PM

Ordinance / Resolution Number:

Be it ordained/resolved by the **Board of Trustees of the Westfield Washington Public Library** that for the expenses of **WESTFIELD PUBLIC LIBRARY** for the year ending December 31, **2025** the sums herein specified 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. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **WESTFIELD PUBLIC LIBRARY**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Board of Trustees of the Westfield Washington Public Library**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Board of Trustees of the Westfield Washington Public Library	Library Board	09/11/2024

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$306,000	\$0	0.0000
0101	GENERAL	\$2,098,874	\$1,436,495	0.0252
0180	DEBT SERVICE	\$1,398,250	\$1,400,000	0.0246
		\$3,803,124	\$2,836,495	0.0498

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Name		Signature
Nancy Knochel	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Nancy Knochel</i>
Amber Van Den Berg	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Jill Doyle	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Jill Doyle</i>
Justin Wiley	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
LeeAnne Roeder	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Lee Anne Roeder</i>
Patrick Downey	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Patrick A. Downey</i>
Jodi Dubovich	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Jodi Dubovich</i>

ATTEST		
Name	Title	Signature
<i>Jodi Dubovich</i>	<i>secretary?</i>	<i>Jodi Dubovich</i>

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1 Yes No

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31 Yes No



Westfield Washington

PUBLIC LIBRARY

PETITION TO APPEAL FOR AN INCREASE ABOVE THE MAXIMUM LEVY

The Board of Trustees of Westfield Washington Public Library, Hamilton County, (Fiscal Body) (Taxing Unit) (County Name) State of Indiana, has determined to appeal to the Department of Local Government Finance for an excess property tax levy.

Appeal Type	Appeal Amount
THREE-YEAR GROWTH FACTOR	\$175,000

We do hereby resolve to proceed with a petition for an excess property tax levy to the Department of Local Government Finance to increase the taxing unit's maximum levy and we represent that the taxing unit cannot carry out its governmental functions under its current maximum levy for the ensuing calendar year without the excess levy.

Adopted this 11th day of September, 2024

FOR	AGAINST
<i>Jodi Dubowick</i>	
<i>Thomas A. Dewey</i>	
<i>Bill Doyle</i>	
<i>Lee Ann Reeder</i>	
<i>Nancy Knochel</i>	

ATTEST: *Jodi Dubowick*-----

CONTACT US

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Website: wwpl.lib.in.us



VISIT US

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