

Westfield Washington Library  
Executive Board Session  
11/13/2024

In attendance: Amber Van Den Berg, Jodi Dubovich, Patrick Downey, Jill Doyle, Justin Wiley, Leann Roeder  
Nancy Knochel.

The Board discussed the annual evaluation of the Director. No action was taken.  
Board will meet again at the December meeting

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

**1. CALL TO ORDER.**

The meeting was called to order at 7:16 PM by President Nancy Knochel. Those in attendance were: Jill Doyle, Lee Ann Roeder, Justin Wylie, Amber Van Den Berg and Jodi Dubovich. Absent was Patrick Downey. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry, Erin Downey WPL Foundation Director and Eric Douthit, attorney.

**2. MOTION FOR APPROVAL OF THE OCTOBER 9, 2024 REGULAR BOARD MEETING MINUTES.**

Amber made a motion to approve the October 9, 2024 regular board meeting minutes. 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 \$3,947,391.63

**b. Receipts:**

Receipt #309 for \$68,203.17 is the October LIT.

Receipt #313 for \$1,050,652.11 is the transfer of BIRF funds to the Operating Fund.

Receipt #326 for \$301,400.00 is the township purchase of land under their building.

Receipt #337 for \$7,656.85 is the interest from the Money Market account.

**c. Vouchers.**

Claim #692 for \$1,050,652.11 is the transfer of BIRF balance to the Operating

Claim #698 for \$1,465.00 to Title Services for the fees associated with the land transfer.

Claim #721 for \$3,138.00 to krM for the architect fees associated with the small projects.

Claim #722 for \$4021.44 to Veridus for the September and October payment.

Claim #723 for \$1,700.00 to Sensource for a new people counter.

Claim #724 for \$5,229.53 to the Westfield Washington Township as reimbursement for lawn maintenance.

Claim #760 for \$2636.12 to PNC Bank for AED defibrillators.

Claim #762 for \$725.00 to Design & Build for a dimmer switch in the podcast room.

**d. Motion to pay bills.**

Jill made a motion to pay the bills in the amount of \$1,259,540.23. Jodi seconded the motion. The motion was approved unanimously.

**4. UNFINISHED BUSINESS.**

**a. Veridus Update.**

1) One of the roof top units has a controller that needs to be replaced.

2) Comcast is finally putting a permanent line into the building. Metronet is being replaced.

3) We closed with the township on their land.

**b. Library Board President's Report.**

1) Nancy reminded us that next month will be her last meeting on the board. Board members need to think of a replacement and what positions to take on in the new year.

**c. Westfield Library Foundation Report.**

1) The total raised since January 1, 2024 is \$146,380. Since August 12, 2019 the total raised is \$541,815.

2) The Christmas tree raffle is underway; the unveiling event was great. \$4,300 in tickets have been sold.

3) The focus for Giving Tuesday will be an adult library of things

4) We currently have a sponsor for the summer programs. Erin is working on getting one for the rest of the year at \$1,500.

5) Sponsorship of our Outreach vehicle at \$30,000 spread out over 3 years is being worked on. This offsets the cost of fees, insurance, maintenance etc. The company's logo would be on the vehicle.

**d. Director's Report.**

1) Building Report.

- i) The People counter was replaced as it was not not working properly.
  - ii) Additional Projects Updates.  
Quotes for the various projects such the gathering stairs, reconfiguring the magazine area, blinds in the program room, blinds requested by the café, acoustical tiles on the walls in the lobby area, and directional signage.
  - iii) Sheryl met with the handyman Jamie knows. There was a difference is expectations. He was thinking every day while we were thinking once a week.
  - iv) The overseeding and irrigation is finished.
  - v) The refreshing of the computers should be done by the middle of next week. Then the old ones will be sent back.
- 2) Personnel Report.
- i) Rhys Weber started November 7<sup>th</sup> as Adult Services Librarian. He came from Zionsville.
  - ii) A page has resigned and new pages are being interviewed.
  - iv) Staff evaluations have been completed.
  - v) We are talking about hiring another library assistant but will wait until the new year.
- 3) Policies and Procedures Update.
- i) Sheryl checked with the State Library and our strategic plan can go through 2025.
  - ii) Excess Levy Appeal.  
The DLGF had follow up questions for Sheryl and Mike which they answered. We are waiting to hear back. Mike doesn't think there will be a problem.

**5. NEW BUSINESS.**

**a. Library Board Contact Sheet Update** – no corrections were noted.

**b. Library Inventory.**

We need a complete inventory, basically furniture, of those items \$5,000 and up. Buckland, who has done our inventories in the past, is sending us a quote.

**c. S&P Bond Rating.**

Our rating increased from an A to an A+. This is useful if we were going to bond again.

**d. Holidays and Hours.**

- i) We are thinking of extending our hours once we have been in the building a full year. Suggested is 9-8 Monday – Wednesday, 9-5 Thursday to Saturday and keeping 1-5 on Sunday.
- ii) Federal Holidays – Since we approve our calendar in December, Sheryl wondered if there is any consideration to be given to Veterans Day, Columbus Day and Juneteenth.

**e. Exam Proctoring Policy.**

Jill made a motion to approve the Exam Proctoring Policy. Lee Ann seconded the motion. The motion was approved unanimously.

**f. Other.**

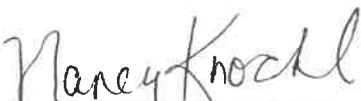
There has been a Public Records requests for our BOT proposals, requested by Gordon Abernathy.

**6. AUDIENCE TO THE PUBLIC – none.**

**7. ADJOURNMENT.**

The meeting was adjourned 7:51 PM.

Respectfully submitted,



Nancy Knoekel, President



Jodi Dubovich, Secretary

smr