

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MEETING ROOM A OR VIA ZOOM  
JANUARY 15, 2025**

**1. CALL TO ORDER.**

The meeting was called to order at 7:00 PM by President Jill Doyle. Those in attendance were: Lee Ann Roeder, Justin Wiley, Amber Van Den Berg, Patrick Downey and Lori Tebbe. Attending via Zoom was Jodi Dubovich (Jodi did not vote on any motions). Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry, Erin Downey WPL Foundation Director and Eric Douthit, attorney.

**2. INTRODUCTION OF NEW BOARD MEMBER LORI TEBBE.**

Lori told the board a little bit about her. She is appointed by the school board.

**3. APPOINTMENT OF ACTING SECRETARY.**

Amber was appointed Acting Secretary.

**4. MOTION FOR APPROVAL OF THE DECEMBER 11, 2024 EXECUTIVE SESSION AND REGULAR BOARD MEETING MINUTES.**

Corrections: In the regular board minutes Justin's last name is spelled Wylie and should be Wiley, and under the name of the president to sign the minutes it was listed as Nancy Knockel and should be Nancy Knochel. In the executive session minutes Lee Ann's name was spelled Leann and should be Lee Ann. Lee Ann made a motion to approve the December 11, 2024 executive session and regular board meeting minutes with the corrections stated. Amber seconded the motion. The motion was approved unanimously.

**5. TREASURER'S REPORT.**

a. Justin read the treasurer's report. The total of all banks was \$4,221,047.71

**b. Receipts:**

Receipt #382 for \$1,000.00 is the Rivet monthly payment.

Receipt #388 for \$869,294.24 is the December Property and Excise Tax payment which covers the Debt Service Fund and the Operating Fund

Receipt #386 for \$68,203.13 is the December LIT.

Receipt #406 for \$8,129.85 is the interest from the Money Market account.

**c. Vouchers.**

Claim #50 for \$26,175.00 to Buckland & Associates for the Building Appraisal and Inventory. This was encumbered from the 2024 budget.

Claim #51 for \$4,723.00 to Ketchum/Walton for 25% of the acoustic tiles.

Claim #52 for \$19,485.00 to Patriot Shading Solution for installing the blinds. They are working well.

Claim #24 for \$10,291.23 to Evergreen Indiana/ the Indiana State Library for the service contract.

Claim #59 for \$3,318.00 to Zayo Education, Inc. for the Internet line. We have switched to Comcast.

**d. Motion to pay bills.**

Justin made a motion to pay the bills in the amount of \$130,480.98. Amber seconded the motion. The motion was approved unanimously.

**6. UNFINISHED BUSINESS.****a. Library Board President's Report -- no report.****b. Westfield Library Foundation Report.**

1) \$5,330 was raised since January 1, 2025. The total amount raised in 2024 was \$162,330. And the total since August 12, 2019 is \$554,712.

2) The art is up for January. Still looking for artists for February, Black History month.

3) Erin has started to purchase items for the new adult Library of Things from the money raised from the Christmas Tree Raffle and Giving Tuesday.

4) Erin is looking for authors for an author event in April and is looking for new 1902 Society members.

**c. Director's Report.**

- i) Manager's Reports – there will be some changes on the reports this year.
- ii) Building Report.
  - 1) Additional Projects Update.  
All the furniture is ordered. The blinds are in and working. The acoustical tiles are being scheduled soon. The cushions for the stairs are ordered. Signage is ordered and the teen lettering will be placed next week. The magazine wall is to be scheduled.
  - 2) HVAC – Bypass Loop.  
A hot water loop bypass valve needs to be added to the control boiler. The cost is around \$9,000, they have committed \$3,000.00.
  - 3) Maintenance Plan – Veridus.  
Mark will be giving us a proposal for maintenance after the warranty is over.
  - 4) Lawn Maintenance Agreement.  
We are working with the city for an interlocal agreement for the city to take care of multiple items such as lawn cutting, mulching, spring/fall cleanup etc. Board response was "wonderful".
- iii) Personnel.  
We have hired one new page, Chloe.

**d. Policies and Procedures Updates – none this month.**

**e. Other.**

The Dolly Parton Imagination Project will be funded by the Hamilton County Council. Funding will be ongoing.

**7. NEW BUSINESS.**

**a. Resolution to Establish the Non-Resident Fee 2025.**

Justin made a motion to establish the Non-Resident Fee at a \$70.00 annual fee for 2025. Patrick seconded the motion. The motion was approved unanimously.

**b. Resolution To Pay Bills with Prior Approval 2025.**

Amber made a motion to approve the Resolution To Pay Bills With Prior Approval 2025. Lee Ann seconded the motion. The motion was approved unanimously.

**c. Internal Controls Policy Annual Notice 2025 -- this was signed.**

**d. Review WWPL Board Bylaws -- these were reviewed. There were no changes.**

**e. Library Board Contact Sheet. The information was verified as correct.**

**f. April Board Meeting – Scheduled for April 9<sup>th</sup>.**

April 9<sup>th</sup> is in the middle of spring break. Consensus was to move the meeting to April 15<sup>th</sup>.

**g. PLAC Report. This was signed.**

**h. Other.**

- i) The library has agreed to work with a class from Butler on their class project of a communication plan.
- ii) Sheryl has been nominated for the Lantern Lifetime Achievement Award. The ceremony is at Prairie Waters on Thursday, January 30<sup>th</sup> at 6:00 PM.
- iii) Patrick wanted the board to be aware of a big move concerning counties taking over the townships.
- iv) We have received our budget order.

**8. AUDIENCE TO THE PUBLIC – none.**

**9. ADJOURNMENT.**

The meeting was adjourned 7:40 PM.



# Westfield Washington

PUBLIC LIBRARY

## RESOLUTION TO ESTABLISH NON-RESIDENT FEE

Whereas, IC 36-12-2-25(c) requires that an individual non resident fee be established, the members of the Westfield Washington Public Library Board do resolve to establish the non-resident fee at \$70.00 for an individual non-resident card and \$70.00 for a family non-resident card, effective January 1<sup>st</sup>, 2025. Be it further resolved that this fee will remain in effect until such time that the library board passes a new non resident fee resolution.

Adopted this 15<sup>th</sup> day of January 2025

AYE

Paul DeWay  
Van Den Berg  
Lee Ann Koeder  
Lori A. Tebbe  
Justin & Kristi  
Julie Boyle

NAY

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ATTEST:

Julie Boyle  
Secretary

Westfield Washington Public Library Board of Trustees

CONTACT US

Phone: 317-896-9391

Website: [wwpl.lib.in.us](http://wwpl.lib.in.us)



VISIT US

333 W. Hoover Street

Westfield IN 46074

## **RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL**

Whereas, the Westfield Washington Public Library must pay its bills on time and the Westfield Washington Public Library board requests that all bills be paid by their due date, the Westfield Washington Public Library board approves the following types of disbursements be made before the monthly regularly scheduled library board meeting as allowed by Indiana Code 36-12-3-14(a)(1-11).

- (1) Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- (2) Dues, subscriptions, and publications.
- (3) License or permit fees.
- (4) Insurance premiums.
- (5) Utility payments or connection charges.
- (6) Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- (7) Grants of state funds authorized by statute.
- (8) Maintenance and service agreements.
- (9) Legal retainer fees.
- (10) Conference fees.
- (11) Expenses related to the educational or professional development of an individual employed by the library board, including:
  - (A) inservice training;
  - (B) attending seminars or other special courses of instruction;
  - (C) tuition reimbursement, if the library board determines that the expenditures under this subsection directly benefit the library.
- (12) Leases or rental agreements.
- (13) Bond or coupon payments.
- (14) Payroll costs.
- (15) State, federal, or county taxes.

### CONTACT US

Phone: 317-896-9391

Website: [wwpl.lib.in.us](http://wwpl.lib.in.us)



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- (16) Expenses that must be paid because of emergency circumstances.
- (17) Expenses for advertising and Promoting Library Services
- (18) Other expenses described in another library board resolution

The Westfield Washington Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this the 15th Day of January 2025.

<u>AYE</u>	<u>NAY</u>
<u>Frank M. Dewey</u>	_____
<u>Wander Berg</u>	_____
<u>LeeAnn Reeder</u>	_____
<u>Lori A. Sebbe</u>	_____
<u>Justine G. Giff</u>	_____
<u>Jill Doyle</u>	_____

ATTEST: Jill Doyle  
 Secretary, Westfield Washington Public Library  
 Board of Trustees

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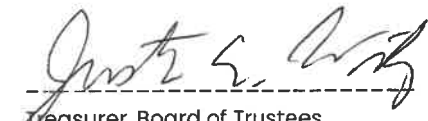
# Westfield Washington


PUBLIC LIBRARY

## INTERNAL CONTROLS POLICY ANNUAL NOTICE

Pursuant to Indiana Code 5-11-1-27(h) notice is hereby given that the Board of Trustees of the Westfield Washington Public Library have determined that Internal Control Policy and Procedures are in place and that personnel have received training in internal controls and procedures.

Dated January 8, 2025

  
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Treasurer, Board of Trustees  
Westfield Washington Public Library

  
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Secretary, Board of Trustees  
Westfield Washington Public Library

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Respectfully submitted,

  
Jill Doyle, President

  
Amber Van Den Berg, Acting Secretary

smr

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES  
BOARD OF FINANCE MEETING MINUTES  
JANUARY 15, 2025**

**1. CALL TO ORDER.**

The meeting was called to order at 7:41 PM by President Jill Doyle. Those in attendance were: Lee Ann Roeder, Justin Wiley, Amber Van Den Berg, Patrick Downey and Lori Tebbe. Attending via Zoom was Jodi Dubovich. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry, Erin Downey WPL Foundation Director and Eric Douthit, attorney.

**2. ELECTION OF OFFICERS.**

The Board decided through consensus that the 2025 Board of Trustees officers serve as 2025 Board of Finance Officers in the same offices.

**3. REVIEW OF FINANCE POLICY**

The finance policy was reviewed. There were no changes.

**4. REGISTER OF INVESTMENTS.**

The Community First Money Market interest earned as of 12/31/2024 was \$2,108,752.48.

**5. ADJOURNMENT**

Hearing no opposition President Jill Doyle adjourned the meeting at 7:42 PM.

Respectfully submitted,

  
Jill Doyle, President

  
Amber Van Den Berg, Acting Secretary

smr