

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
MARCH 12, 2025**

1. CALL TO ORDER.

The meeting was called to order at 7:01 PM by President Jill Doyle. Those in attendance were: Lee Ann Roeder, Justin Wiley, Amber Van Den Berg, Patrick Downey and Lori Tebbe. Absent was Jodi Dubovich. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry, Erin Downey WPL Foundation Director and Steve LaTour of Farmers Bank.

2. APPOINTMENT OF ACTING SECRETARY.

Lee Ann Roeder was appointed Acting Secretary.

3. MOTION FOR APPROVAL OF THE FEBRUARY 12, 2025 REGULAR BOARD MEETING MINUTES.

Patrick made a motion to approve the February 12, 2025 regular board meeting minutes. Amber seconded the motion. The motion was approved unanimously.

4. TREASURER'S REPORT.

a. Justin read the treasurer's report. The total of all banks was \$4,096,571.59.

b. Receipts:

Receipt #46 for \$1,000.00 is the Rivet monthly payment.

Receipt #47 for \$5,504.71 is the 4th quarter 2024 shared expenses from the Westfield Washington Township.

Receipt #54 for \$81,194.17 is the February LIT.

Receipt #57 for \$1,000.00 is a gift from the Rotary for books.

Receipt #76 for \$63.75 is the interest from the First Merchants checking account.

Receipt #77 for \$6,765.55 is the interest from the Community First Bank Money Market account.

c. Vouchers.

Claim #176 for \$5,312.00 to Essential Architectural Signs for our additional signage.

Claim #180 for \$14,169.00 to Ketchum/Walton for acoustic panels.

Claim #177 for \$6,525.00 to Pronto Services for seat cushions for the stairs.

All three were encumbered from the 2024 budget.

d. Motion to pay bills.

Amber made a motion to pay the bills in the amount of \$176,360.57. Justin seconded the motion. The motion was approved unanimously.

5. UNFINISHED BUSINESS.

a. **Library Board President's Report** – Jill met with the Foundation Board president.

b. Westfield Library Foundation Report.

i) \$39,491 was raised since January 1, 2025.

ii) The Children's Book Writing Contest is underway and the Adult Library of Things is almost ready to go.

iii) Library Giving Day is April 1 and Erin is working to fund items on the staff's wish list. The Library's birthday is April 15th and the Adult Library of Things will be launched then.

iv) Erin is working with publishers concerning having author events.

v) The Staff/Boards/Volunteers Appreciation event is scheduled for May 3rd at the library.

vi) Erin is working with the schools to have student art displayed, one school/month starting in September.

c. Director's Report.

i) **Building Report.**

1) **Additional Projects Update.**

- The acoustical tiles and the signage are up. The cushions and the magazine wall are in place.

- The office furniture is coming April 4th, the booths and other furniture on April 14th.

- The blinds for the cafe and children's desk have been ordered.

- The podcast room needs acoustical panes because of echoing. The cost is \$4,200. The Foundation may cover the cost.

- 2) HVAC – Update.
The bypass loop problem may be solved. There were no issues since the last time they were here.
- 3) The 11 month walkaround is being scheduled. Staff are asked to let her know of any problems.
- ii) Personnel.
Michelle Wright, children's librarian, has resigned effective March 21st. Interviews are being done and Sheryl will be hiring a new children's librarian soon.

d. Hamilton County Dolly Parton Imagination Library Update.

Sheryl presented to the Hamilton County Council asking for the County to match 50% to add to the State Library's 50%. Usually the first 2 years are most expensive. Hamilton County is the last county in the state to have the program.

e. Policies and Procedures Update.

- i) The Outreach Policy was updated. Lee Ann made a motion to approve the Outreach Policy as updated. Amber seconded the motion. The motion was approved unanimously.
- ii) The Room Reservation Policy was updated. Amber made a motion to approve the Room Reservation Policy as updated on pp 64 and 65. Lori seconded the motion. The motion was approved unanimously.

f. Communications Plan – Butler class update. None at this time.

g. Other - none

6. NEW BUSINESS.

a. Proposal from Farmers Bank To Move our Checking Account from First Merchants Bank.

Steve LaTour from Farmers Bank approached Sheryl with a proposal that would earn the library significantly more money than our current checking account at First Merchants Bank. This specific account is for government and nonprofits. Justin Wiley, Board Treasurer and Sheryl Sollars, Executive Director are authorized to open and be signers on the Farmers Bank Account. Patrick made a motion to switch our checking account from First Merchants to Farmers Bank. Amber seconded the motion. The motion was approved unanimously.

b. WWPL Strategic Plan Request for Proposals.

Sheryl will send out the proposal to four companies. The due date is the Monday before our April Board Meeting on April 16.

c. Staff, Board and Volunteer Appreciation Night – held May 3rd at the library.

d. WW Historical Society Displays.

The Society asked that a permanent display be put up in the library. Sheryl asked for more information such as types of display, ideas they have and if the display would change quarterly.

e. Other – none

7. AUDIENCE TO THE PUBLIC – none.

8. ADJOURNMENT.

The meeting was adjourned 7:35 PM.

Respectfully submitted,


Jill Doyle, President


Lee Ann Roeder, Acting Secretary

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