WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
JUNE 10, 2026

1. **CALL TO ORDER.** The meeting was called to order at 7:00 PM by President Jill Doyle. Those in attendance were: Justin Wiley, Amber Anania, Lori Tebbe, Lee Ann Roeder and Amber Van Den Berg. Oscar Gutierrez was absent. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry, WPL Foundation Director, Erin Downey, and on Zoom Eric Douthit, attorney.

2. **MOTION FOR APPROVAL OF THE MAY 13, 2026 REGULAR BOARD MEETING MINUTES.** Amber Van Den Berg made a motion to approve the May 13, 2026 Regular Board Meeting minutes. Justin Wiley seconded the motion. The motion was approved unanimously.

3. **TREASURER'S REPORT.**
   a. Justin read the treasurer's report. The total of all banks is $4,688,332.06
   b. **Receipts**:
   Receipt #119 for $789.00 is the shred day donation from Farmer's Bank.
   Receipt #128 for $4,137.00 is the FIT/CVET distribution, all of which went into the Operating Fund.
   Receipt #129 for $1,000.00 is the monthly Rivet rent.
   Receipt #132 for $87,847.00 is the May LIT.
   Receipt #138 for $948,534.01 is the Spring settlement. The Operating Fund received $442,118.54 and Debt Service fund received $506,416.47
   Receipt #141 for $144,353.00 is the wire transfer recovery.
   Receipt #148 for $242,440.00 is the supplemental LIT. This is higher than Mike's estimate.
   Receipt #120 for $5,178.70 is the interest from the Farmers Bank.
   Receipt #121 for $5,295.03 is the interest from the Community First Bank Money Market.

   c. **Vouchers.**
   Claim #434 for $89,375.95 to GM Development Companies for the Read & Roam Garden landscape and design.
   Claim #377 for $1,468.25 to Scholastic, Inc. for Summer Reading Program prizes from the Betty Overman fund.
   Claim #387 for $5,160.91 to Ryan Fire Protection for the annual inspection ($3,570.00) and to repair a fire panel ($1,590.91).
   Claim #403 for $1,515.94 to the Westfield Washington Township for the library's portion of the software used by both entities.

   d. **Motion to pay bills.**
   Amber Anania made a motion to pay bills in the amount of $280,927.62. Lori Tebbe seconded the motion. The motion was approved unanimously.

4. **UNFINISHED BUSINESS.**
   a. **Library Board President's Report – no report.**

   b. **Westfield Library Foundation Report.**
      1) In 2026 $108,973.00 has been raised. Since inception $914,566.00 has been raised.
      2) The Foundation will fund a Library Of Things for Teens.
      3) There will be a Children book writing contest in conjunction with the nation's 250th anniversary. Submissions are due July 1st and the winner announced August 1st.
      4) The reserved parking spot raffle will be held again. Tickets are $10 each.
      5) Sponsorship of the Cowboy Carnival has been lacking and since the band has already been booked there will be a free concert in the new Read and Roam Garden on that date instead.
      6) The Foundation is looking to make a bigger event with the Christmas trees by having a special storytime, using the makerspace for gifts and a Santa gift shop.
      7) A suggestion was made to the Foundation about using the Park St. businesses for anything catered.
      8) Erin went to a library fundraising conference in Columbus Ohio. There were lots of good ideas.

c. **Director's Report.**

i) Building Report.

(1) The annual fire and sprinkler inspection took place.

(2) An agreement was signed with Stanley Doors concerning the maintenance of the sliding doors.

(3) The every two year boiler inspection was completed.

(4) The HVAC is still being worked on. It is 90% turned over to the new company.

ii) Personnel Report.

1) Allison Knuttel is resigning July 10th.

2) Sara and Sheryl are creating a new position Community Engagement and Marketing Manager. From July to December Tammy Sanders will handle all the social media, then all of it will revert to the new manager.in January with Tammy as a consultant.

3) Lori will be in the new makerspace position.

4) A new Salary schedule has been created including the new position. Lee Ann Roeder made a motion to accept the new salary schedule. Lori Tebbe seconded the motion. The motion was approved unanimously.

5) Sheryl intends to start to work on a revised salary survey.

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

e. **Read and Roam Garden Update.**

i) Both pergolas are installed. KD Landscaping will install the water lines next week.

ii) The landscaping and bricks will be laid next week. It should be done by July 1st.

f. **Staff, Volunteer and Board Appreciation Event.**

The event is funded by the Foundation and will take place July 24th at 7PM at Victory Field. Reservations are needed by July 5th.

g. **Other** -- none.

6. **NEW BUSINESS.**

a. **2026 Budget.**

i) Sheryl started working on the new budget last week with Mike Reuter. He recommends no binding review. As a courtesy, an update will still be presented to the city council

ii) The budget committee meeting (Oscar and Jill) will take place the week of August 3rd.

iii) Mike will explain the budget to the board at the August 12th board meeting, The public hearing will also take place at this meeting.

iv) The budget adoption will take place at the September 9, 2026 board meeting.

b. **Resolution Authorizing the Transfer of Unrestricted Gifts Donations and Grants to the Westfield Library Foundation.**

Rather than appropriate unrestricted funds the library will give these funds to the Foundation who will return the funds to the library for programing or purchasing items. Jill Doyle made a motion to approve the Resolution Authorizing the Transfer of Unrestricted Gifts Donations and Grants to the Westfield Library Foundation. Justin Wiley seconded the motion. The motion was approved unanimously.

c. **Resolution to Transfer Funds into the Rainy Day Fund.**

Justin Wiley made a motion to approve the Resolution to Transfer Funds to the Rainy Day Fund. Amber Van Den Berg seconded the motion. The motion was approved unanimously.

d. **City of Westfield Freedom Parade.**

Sheryl will be driving the library's vehicle in the parade and board members are welcome to walk alongside the vehicle. Sheryl was directed to use a mobile van washer to clean the vehicle for the parade.

e. **Other.**

The ILF is offering trustee training. It covers the legal and financial oversites as well as other areas. There are three different dates with the one on November 9th 10:30 -3:30 being in Indianapolis downtown.

7. **AUDIENCE TO THE. PUBLIC – none.**

8. **ADJOURNMENT.**
The meeting was adjourned at 7:39 PM.

Respectfully submitted,

Jill Boyle, President

LeeAnn Roeder, Secretary

Smr

Westfield Washington
PUBLIC LIBRARY

RESOLUTION TO TRANSFER FUNDS TO THE RAINY DAY FUND

WHEREAS, the Board of Trustees of the Westfield Washington Public Library finds that the purposes of the Operating Fund have been fulfilled; and,

WHEREAS, there is remaining in the 100- Operating Fund and unused and unencumbered balance; Therefore,

NOW BE IT RESOLVED, that the Board of Trustees of the Westfield Washington Public Library do hereby transfer $500,000.00 from the Operating Fund to the Rainy Day Fund. This fund shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library as its regular meeting held on the 10th day of June 2026, at which meeting a quorum was present.

AYE	NAY
J VanDen Berg	
Lee Ann Roeder	
Amber Anania	
Traci Sofia	
Lori A. Pebbe	
Justin G Wirtz	

ATTEST: Lee Ann Roeder
Secretary of the Westfield
Washington Public Library

Westfield Washington
PUBLIC LIBRARY

Resolution Authorizing the Transfer of Unrestricted Gifts, Donations, and Grants to the Westfield Library Foundation

WHEREAS, the Board of Trustees of the Westfield Washington Public Library has received certain unrestricted gifts, donations, and/or grant funds; and

WHEREAS, the Board of Trustees finds it to be in the best interest of the Library and the community it serves to transfer such unrestricted funds to the Westfield Library Foundation to support and enhance the Library's programs, services, collections, facilities, and other initiatives that benefit the Westfield Washington Public Library;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Westfield Washington Public Library hereby authorizes the transfer of unrestricted gifts, donations, and/or grant funds to the Westfield Library Foundation for use in supporting the mission and activities of the Westfield Washington Public Library.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library at its regular meeting held on the 10th day of June, 2026, at which a quorum was present.

AYE	NAY
J Van Der Berg	
Lee Ann Roeder	
Amber Ananias	
Lori A. Tebbe	
Justin G. Wolf	

ATTEST: LeeAnn Roeder

Secretary