WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
JULY 8, 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, Lori Tebbe and Lee Ann Roeder. Oscar Gutierrez came in at 7:06 after the receipts and bills were discussed. Amber Van Den Berg and Amber Anania were absent. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry, and WPL Foundation Director, Erin Downey.

2. **MOTION FOR APPROVAL OF THE JUNE 10, 2026 REGULAR BOARD MEETING MINUTES.** Justin made a motion to approve the June 10, 2026 Regular Board Meeting minutes. LeeAnn 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 $4,352,187.26.
   b. **Receipts**:
   Receipt #149 for $12,000.00 is the makerspace grant from the Foundation.
   Receipt #162 for $2,000.00 is the check for the Teen Library of Things from the Foundation.
   Receipt #163 for $1,000.00 is the monthly Rivet rent.
   Receipt #164 for $2,496.43 is a refund payment from Blue Cross/Blue Shield.
   Receipt #166 for $87,847.00 is the June LIT.
   Receipt #169 for $500,000.00 is the transfer of funds from the Operating Fund into the Rainy Day Fund.
   Receipt #173 for $529,554.53 is the rest of the Spring settlement. The Operating Fund received $246,756.45 and the Debt Service fund received $282,798.08.
   Receipt #183 for $7,590.11 is the interest from The Farmers Bank.
   Receipt #184 for $5,139.23 is the interest from the Community First Bank.

   c. **Vouchers.**
   Claim #472 for $726,150.00 to Bank New York Mellon Trust for the General Obligation Bond.
   Claim #517 for $1,560.00 to Allegion Access Technology for a one-year service agreement on the front doors.

   d. **Motion to pay bills.**
   Jill made a motion to pay bills in the amount of $1,439,147.19. Lori 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 $124,123.00 has been raised. Since inception $939,212 has been raised.
      2) The Children book writing contest in conjunction with the nation's 250th anniversary received 30 submissions. The winners will be announced August 1st.
      3) The reserved parking spot raffle is being held again. Tickets are $10 each.
      4) Sheryl and Erin are developing a list for the Advancing Westfield Grant.
      5) The lapsed donor drive raised over $12,000.00.
      6) The brick campaign is still ongoing. The first set of bricks have been laid.

   c. **Director's Report.**
      i) Building Report.
         (1) The HVAC had problems this month concerning breakers. The problems have now been fixed.
         (2) A shattered window on the 2nd floor was discovered this morning.

      ii) Personnel Report.
         1) Allison Knuttel's last day is July 9th. A farewell is scheduled at Urban Vines 5:30-6:00.
         2) Nicole has been hired in the new position Community Engagement and Marketing Manager. She starts Monday July 13th.

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

e. **Read and Roam Garden Update.**
   i) The pergolas are almost completed. Landscaping is done except for the berm. The bricks are laid. There will be a ribbon cutting ceremony on August 18th at 11:30AM. Invitations will go out at a later date.
   ii) If needed furniture will be brought out from the library.
   iii) The grass is guaranteed for 1 year. The other plants will be watered for 3-4 weeks and then they should be okay.

f. **Staff, Volunteer and Board Appreciation Event.**
The event is funded by the Foundation and will take place July 24th at 7PM with an Indians game at Victory Field.

g. **2027 Budget.**
   i) The budget committee needs to be scheduled during the week of August 3rd during the day. The maximum levy is 6%, we can increase by 2.9% without going before the city council. There was discussion about increasing to the 6%. Both Sheryl and Oscar will talk with Mike Reuter about this.
   ii) The public hearing will be at the August 12th board meeting and the budget adoption will be at the September 9th board meeting.

h. **Other** -- none.

6. **NEW BUSINESS.**
   a. **Establishing Rotary Gift Fund and Westfield Library Foundation fund.**
   Justin made a motion to approve the resolution to establish both the Rotary Club of Westfield Gift Fund and the Westfield Library Foundation Gift Fund. Lori seconded the motion. The motion was approved unanimously.

   b. **Additional Landscaping for the Front of the Library.**
   Sheryl would like to replace the grasses in the front of the library with other items due to complains from patrons about not being able to see over the grasses. KD Landscaping has submitted a proposal to take care of the landscaping. Lee Ann made a motion to proceed with the suggested landscaping. Lori seconded the motion. The motion was approved unanimously.

   c. **Strategic Plan Quarterly Report.**
   Sheryl listed a number of areas in which the library is accomplishing the points given in the strategic plan. Those items listed include such things as working on unserved areas, expanding collaboration with other entities, shelving, family information programs, cultural museum passes for patrons, upgrading the salary schedule through a survey, and evaluating staff needs.

   d. **Other**.
   Through consensus the board okayed drafting a letter of support for the acquisition of neighboring land for the future building of Ivy Tech if asked.

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

8. **ADJOURNMENT.**
   The meeting was adjourned at 7:55 PM.

Respectfully submitted,

Jill Doyle, President

LeeAnn Roeder, Secretary

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Westfield Washington
PUBLIC LIBRARY

Resolution To Establish the Westfield Library Foundation Gift Fund

WHEREAS, Board of the Westfield Washington Public Library finds that the Westfield Library Foundation Gift Fund needs to be established to receive money from the Westfield Library Foundation to be used to purchase Library of Things Kits; and

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Westfield Washington Public Library do hereby establish the Foundation Library of Things Fund for the purpose(s) of receiving money from the Westfield Library Foundation to be used to purchase Library of Things kits.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library at its regular meeting held on the 8th day of July 2026, at which meeting a quorum was present.

AYE	NAY

ATTEST: _____
Secretary of the Westfield
Washington Public Library

Westfield Washington
PUBLIC LIBRARY

Resolution To Establish the Rotary Club of Westfield Gift Fund

WHEREAS, Board of the Westfield Washington Public Library finds that the Rotary Club of Westfield Gift Fund needs to be established to receive money from the Rotary Club of Westfield to be used to purchase books; and

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Westfield Washington Public Library do hereby establish the Rotary Club of Westfield Gift fund for the purpose(s) of receiving money from the Rotary Club of Westfield to be used to purchase books.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library at its regular meeting held on the 8th day of July 2026, at which meeting a quorum was present.

AYE	NAY

ATTEST: _____
Secretary of the Westfield
Washington Public Library