WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
JOINT WWPL BOARD AND WLF BOARD MEETING MINUTES
MEETING ROOM A
OCTOBER 13, 2026

1. The meeting was called to order at 5:35 PM. Present were members of the WWPL Board: Jill Doyle, Lori Tebbe, Amber Anania, LeeAnn Roeder and Oscar Gutierrez. Present were members of the WLF Board: Brian Heaton, Thomas Wagner, Scott Caulfield, Stacey Willis, Andy Montgomery and Jamie Mills. Also present were: WWPL Director Sheryl Sollars, WWPL Assistant Director Sara Perry and WPL Foundation Director, Erin Downey.

2. Sheryl presented the roles of the Library Board vs the Foundation board.
   a) The Library Board governs the library entity, deals with legal and fiduciary items, manages taxpayer funds. It is represented by 1 appointee from the Township, 1 from the County Council, 1 from the City Council, 1 from the County Commissioners and 3 from the School Board. They have policy and budget approval, director oversite, public accountability and strategic planning.
   b) The Foundation boards is an independent 5013c entity with a philanthropic focus and endowment framework. It has no operational authority.

3. Sara presented a metrics overview and touched on the collection -- physical, nonprint and e-content. Also mentioned were the many services provided and facility usage.

4. Erin spoke of the Foundation which was officially launched in 2019 and so is still in its infancy. Some accomplishments were: the 1902 society, creating a donor base, the brick campaign, pickleball tournament and the cowboy carnival. The climate is always changing. The Foundation needs to dream big in support of the library.

5. The Foundation can help with the Library's strategic plan by creating community connections and nurturing a strong library culture.

6. Ideas included:
   articles in the Current
   checking out the activities for the strategic plan every other month
   going to neighborhood meetings and promoting the library,
   library tours (to show all that the library has to offer)
   promoting the brick campaign.
   teacher library cards and possibly cards for all the students.
   when the new middle school opens letting them know about the Library.
   promoting the makerspace

7. The meeting ended at 7:40PM.

WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
MEETING ROOM A OR VIA ZOOM
OCTOBER 14, 2026

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

2. **APPOINTMENT OF ACTING SECTRETARY.**
Amber Anania was appointed Acting Secretary.

3. **MOTION FOR APPROVAL OF THE SEPTEMBER 9, 2026 REGULAR BOARD MEETING MINUTES.**
Amber Anania made a motion to approve the September 9, 2026 Regular Board Meeting minutes. Lori seconded the motion. The motion was approved unanimously.

4. **TREASURER'S REPORT.**
   a. Sheryl read the treasurer's report. The total of all banks is $4,024,514.88.
   b. **Receipts**:
   Receipt #240 for $87,847.00 is the September LIT.
   Receipt #245 for $2,000.00 is the August and September monthly Rivet rent.
   Receipt #255 for $250,000.00 is a payment from At-Bay Insurance on the Cybersecurity claim.
   Receipt #266 for $4,192.30 is the interest from the Community First Bank.
   Receipt #233 for $6,109.81 is the interest from First Bank Midwest.

   c. **Vouchers**.
   Claim #714 for $6,505.00 to Hoosier Glass Company for window replacement and door repair and service.
   Claim #727 for $3,125.01 to McClellan HVAC for the new three month service agreement (less expensive than the previous company).
   Claim #735 for $5,644.82 to GM Development Companies for the second half payment for the doors. It should be the last payment.
   Claim #759 for $9,866.42 to Neat & Clean Janitorial Services for August and September service.

   d. **Motion to pay bills.**
   Jill made a motion to pay bills in the amount of $302,444.34. Amber Van Den Berg seconded the motion. The motion was approved unanimously.

5. **UNFINISHED BUSINESS.**
   a. **Library Board President's Report.**
   The joint meeting of the Library Foundation Board and the Library Board was a good one. We should do it maybe twice a year. Jill will be going to the ILF Trustee session at the annual meeting.

   b. **Westfield Library Foundation Report.**
      1) A large sum of money was moved to the Star Financial Bank as they give 3% interest rather than 2.2%. The Foundation has raised almost 1 million dollars.
      2) The Read & Roam: Under the Stars event was very nice, but the lack of attendance was disappointing. There is some talk of doing a concert series next year.
      3) The Christmas Tree unveiling will take place November 7th. There will be crafts and letters to Santa.
      4) Erin is working with C.J. McGovern on reaching out to patrons 70 ½ plus to share information of using qualified charitable distributions to give while receiving a tax benefit.
      5) The artists for 2027 have been chosen for the Art Wall.

   c. **Director's Report.**
      1) Building Report.
      The HVAC has a part that is needed and should come this week.

2) Personnel Report.
   i) The new bookkeeper Crystal is doing a great job. We have one new circulation assistant.
   ii) Staff evaluations are being done this month and are due November 7th.

d. Policies and Procedures Updates.

1) An AI policy has been developed and is pretty thorough. Amber Anani made a motion to accept the AI policy as written. Lori seconded the motion. The motion was approved unanimously.
2) A programming policy is being worked on.

e. Other.

1) Sheryl gave a third quarter update. Some of the items include: the library had 13 events in 2026, the drafting of a communication plan for 2027, created a committee for new website design, hired a communications and marketing person, and purchased museum and state park passes for checkout.
2) The joint meeting of the library and Foundation boards was last night. Some ideas discussed were: articles in the community newsletter, attending HOA meetings, teacher cards, classroom cards for teachers, promoting makerspace to the middle school, virtual tour of our building and Erin sending out library statistics to the Foundation board every quarter.
3) The staff in-service day on October 12, 2026 went well. It was very beneficial.

7. NEW BUSINESS.

a. Amendment #1 to Build-Operate-Transfer Agreement New Library Project.

Now that the project is complete it we have to close out the BOT. Amber Van Den Berg made a motion to accept Amendment #1 to Build-Operate-Transfer Agreement New Library Project. Amber Anani seconded the motion. The motion was approved unanimously.

b. Library Board Appointments.

Oscar's appointment ends this month and he has agreed to continue. Lori's appointment ends at the end of November and she too has agreed to continue.

c. **Other.**

1) There were a couple of public record requests. The first dealt with removal of material. A copy of our policy was sent. We have not received any of those requests. The second wanted to know who we p paid bills to. This was passed on to our attorney and denied.
2) Our computers are cleared off at the end of each day.

8. AUDIENCE TO THE. PUBLIC – none.

9. ADJOURNMENT.

The meeting was adjourned at 7:32 PM.

Respectfully submitted,

Jill Doyle, President

Amber Ananai, Acting Secretary

Smr

AMENDMENT #1 TO BUILD-OPERATE-TRANSFER AGREEMENT
NEW LIBRARY PROJECT

This Amendment to the Build-Operate-Transfer Agreement (New Library Project) (the "Amendment") is executed this 14th day of October, 2026, by and between GM Development Companies LLC (the "Developer") and the Westfield Washington Public Library (the "Library").

Recitals

WHEREAS, Developer and Library have executed that certain Build-Operate-Transfer Agreement (New Library Project) dated October 19, 2022 (the "Contract"); and

WHEREAS, all capitalized terms used but not defined herein shall have the meanings ascribed to such terms in the Contract; and

WHEREAS, the Project now being complete, Developer and Library have agreed to this Amendment to (1) add scope related to exterior and interior improvements installed after the completion of the first phase of the Project, and (2) amend the Purchase Price Cap, as defined in the Contract, to $17,318,252.45 to pay for the costs of the additional scope of the Project.

Contract

ACCORDINGLY, for good and valuable consideration, the receipt and sufficiency of which are acknowledged hereby, Developer and Library agree to the provisions set forth below.

1. Amendment.

(a) **Purchase Price Cap.** The Purchase Price Cap for the sum of all payments to Developer is hereby amended to $17,318,252.45. For purposes of clarity, the amended contract value was derived by adding the cost of the additional scope ($505,252.45) to the original contract value of $16,813,000.00.

(b) **Project Scope.** The added scope related to the exterior and interior improvements installed after completion of the first phase of the Project is hereby accepted by Library.

2. Control. In the event of any conflict between the Contract and this Amendment, the terms and conditions of this Amendment shall control. Except as expressly provided in this Amendment, all of the terms and conditions of the Contract shall remain in full force and effect.

3. Counterparts. This Amendment is being executed in counterparts, each of which constitutes an original, and all of which, collectively, constitute a single instrument.

[Signature Page Follows]

IN WITNESS WHEREOF, Developer and Library executed this Amendment as of the date set forth in the introductory paragraph hereof.

GM DEVELOPMENT COMPANIES LLC

By: _____
Gregory Martz, Sole Member

WESTFIELD WASHINGTON PUBLIC LIBRARY

By: _____

Printed: Jill Doyle

Title: Board President