



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, March 15, 2018**

**6:45 PM Library Board Meeting in Luther Room of Christ Lutheran Church**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held March 15, 2018, and called to order at 6:50 p.m. All members of the Board of Trustees were present except Rebecca Hill. Sarah Moore, Executive Director; Mary Rueff, Assistant Director; Kimberly Olivares, Board Assistant; Kermit Paddack, Circulation Department Head; and Sarah Childs, Technical Services Department Head were also present. Sandy Sifferlen, President, presided.

**Secretary's Report**

Minutes of February 15, 2018 Regular Meeting

*Upon motion duly made by Jane Johnson, seconded by Monty Korte, and being unanimously approved, the minutes the minutes of the regular meeting held February 15, 2018 were adopted.*

**Treasurer's Report**

March Claims

*Upon motion duly made by Monty Korte, seconded by LeeAnn Biggs, and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for March 2018, as reviewed, approved, and audited by the Assistant Library Director, and approved for payment by the Treasurer.*

**Staff Reports**

**President's Report**

Sandy Sifferlen welcomed Sarah Moore to her first board meeting. She also shared that Sarah will share her objectives/goals for the library at the April board meeting. There will be a formal review of the Executive Director at 3 months, 6 months, and one year. After the first year, the reviews will only occur annually.

**Committee Reports**

Personnel Committee

Premium Conversion Plan Document

*Upon a **motion duly made** by LeeAnn Biggs, seconded by Jane Johnson, and being unanimously approved, the Board of Trustees adopts the restatement of the Library's Premium Conversion Plan of July, 2002 and amended December, 2007.*

#### Facilities Manager Job Description

*Upon a **motion duly made** by LeeAnn Biggs, seconded by Ed Cambra, and being unanimously approved, the Board of Trustees adopts the Facility Manager Job Description.*

### **Director's Report**

#### **Capacity Building**

The Community Foundation of Boone County is starting an initiative called Building Capacity: Building Community. They will be partnering with nonprofits in Boone County to help "improve a nonprofit's ability to meet its mission and maximize the resources given to it by the community." The structure will involve a quick survey from at least four staff and board members from each organization followed by targeted training related to the areas of most aggregate need. Organizations may participate in as much or as little training as they find necessary. The trainings will be one day events offered quarterly over the course of the next year.

This is a free service that will help to build knowledge and skills related to areas of need for nonprofits. I would like the Library and the Library Foundation to participate. It does not require participation beyond the initial survey and might provide valuable training free of charge for our organizations. The four staff/board members selected to take the survey may include a combination of Foundation/Library representatives.

#### **Director's Facebook Account**

Since the beginning of our Facebook presence, our account creator page – Hussey-Mayfield Memorial Public Library - has been hidden from the public. This state of "there but not there" has created a confusing situation for people who are searching Facebook for our page. Virginia proposed a transformation that would allow us to begin using the account creator page to promote the Library and our new Executive Director. If we rename the account "Director Sarah at Zionsville Public Library," it would give us another avenue for connecting with community members and cross promoting the Library. We plan to have this page up and running by the first week in April.

### **OTHER BUSINESS**

In the Public Trust – Mary will hand out a copy of this public library trustee handbook to each trustee. Here is the link to the electronic version: <https://www.in.gov/library/InPubTrust.htm>

Policy Review Schedule – Mary will provide an updated copy of the Library Policy Review Schedule for 2018 – 2019.

#### **NEXT MEETING**

The next regular meeting of the Board of Trustees will be Thursday, April 19, 2018 at 7: 00 PM in the Hussey Room of the Library.

### **Adjournment**

*Upon **motion duly made** by Jane Johnson, seconded by LeeAnn Biggs, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:09 p.m.*

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Rebecca Hill, Secretary

**Attachments for Regular Meeting**

Meeting Minutes: Regular Meeting on February 15, 2018  
Financial Reports as of February 28, 2018  
Statistics through February 28, 2018  
Premium Conversion Plan Restatement  
Facilities Manager Job Description

***The following items will be distributed at the meeting:***

Financial Reports as of March 15, 2018  
In the Public Trust  
Policy Review Schedule

March 2018 Library Board: LeeAnn Biggs, Sandy Sifferlen, Monty Korte, Becky Hill, Ed Cambra, Molly Hanlon, and Jane Johnson

March 15, 2018