



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, August 16, 2018**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held August 16, 2018, and called to order at 7:00 p.m. All members of the Board of Trustees were present, except Sandy Sifferlen. Sarah Moore, Executive Director; Mary Rueff, Assistant Director; Kylie Fife, Marketing Intern; and Brandon Weir, IT Specialist; were also present. LeeAnn Biggs, Vice President, presided.

Secretary's Report

Minutes of July 19, 2018 Regular Meeting

Upon motion duly made by Rebecca Hill, seconded by Molly Hanlon, and being unanimously approved, the minutes the minutes of the regular meeting held July 19, 2018 were adopted.

Treasurer's Report

August Claims

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

Staff Reports

Assistant Director, Mary Rueff, provided a final report on the 2018 Summer Reading Program, "Rockin' Summer Reading!" Participation in the Youth Program was almost exactly the same as in 2017, with one fewer reader and 1% more reading done. The Youth Program gave away 4,714 books in 2018 compared to 3,998 books in 2017 – they continue to be the most popular reading prize. The Teen Program saw an increase of 27 readers over 2017, an 8% increase, with just under a 1% increase in reading over 2017. The Adult Program had lower participation than in 2017, with participating readers down 17% and the number of books read down by 13%. The Ice Cream Socials in 2018 did not bring in as many registrations of adults as in 2017. The Adult Dept. staff will study the issue and make adjustments for 2019. The music-related programs provided to all 3 demographic groups were well attended and the moving of the end-of-summer carnival for younger children indoors and the addition of 2 magic shows for older children brought in more attendees than the outdoor carnival did last year. The cost was about the same. The use of the Beanstack online reading program software increased this year over 2017 [readers using it to record their own reading] and library staff wants this online recording to increase more rapidly in the coming years.

President's Report

Committee Assignments: A list of current Committee Assignments was distributed to the Library Board of Trustees.

Nominating Committee: It was discussed that a Board position will be opening at the end of the year for a 2019 appointment.

Committee Reports

Personnel Committee

The Personnel Committee met to discuss personnel issues before the August Board meeting. It was recommended by the Executive Director and approved by the Personnel Committee that a permanent part-time position be created to support the accounting department. It was also recommended by the Executive Director and approved by the Personnel Committee that a permanent part-time Payroll and HR Generalist position be created.

*Upon a **motion duly made** by Monty Korte, seconded by Ed Cambra, and unanimously adopted, the Board of Trustees approve a permanent position to support the accounting department.*

*Upon a **motion duly made** by Becky Hill, seconded by Jane Johnson, and unanimously adopted, the Board of Trustees approve a permanent Payroll and HR Generalist position.*

Marketing Committee

The Marketing Committee met in August to discuss current marketing projects and the summer marketing intern. Kylie Fife, the Marketing Intern was present to speak to the committee about her time with the library. A report about the impact of the Marketing Intern on library program attendance was distributed to the Board.

Director's Report

FY 2019 Budget

Phyllis Robinson and Sarah Moore met with our DLGF field representative on August 8 with all our financials and draft 2019 budget. Circuit breaker numbers came in at \$99,821. The maximum budget is \$3,211,991.

The public hearing is scheduled for the regular board meeting on September 20 at 7:00.

*Upon a **motion duly made** by Molly Hanlon, seconded by Ed Cambra, and unanimously adopted, the Board of Trustees authorizes Library Director to advertise the FY 2019 budget notice as reviewed by the Finance Committee.*

SEE ATTACHMENTS

Worth and Perry Township Cards

We have received signed Boone County Card contracts from Worth and Perry Townships for the July 2018-June 2019 year. With some procedural changes, we will be continuing our relationship with these townships and their residents.

Policy Review

Please see the attached Rules for Internet Use Policy, Proposed 2019 Holiday Closings, 2019 Hours of Operation, Headphones Policy, Behavior Policy, and Behavior on Public Library Procedural Document.

*Upon a **motion duly made** by Rebecca Hill, seconded by Jane Johnson, and unanimously adopted, the Board of Trustees resolve to adopt the Rules for Internet Use Policy, Proposed 2019 Holiday Closings, 2019 Hours of Operation, Headphones Policy, Behavior Policy, and Behavior on Public Library Property Procedural Document with proposed revisions.*

SEE ATTACHMENTS

New Hires

Amelia Winkelman has been hired as a Teen Shelver beginning August 3, 2018

*Upon a **motion duly made** by Rebecca Hill, seconded by Jane Johnson, and unanimously adopted, the Board of Trustees approves the hiring of Amelia Winkelman as a Teen Shelver.*

The pay grades for the permanent position in the accounting department and the permanent Payroll and HR Generalist were discussed.

*Upon a **motion duly made** by Molly Hanlon, seconded by Monty Korte, and unanimously adopted, the Board of Trustees approves the pay grade 6 for the permanent position to support the accounting department and the permanent Payroll and HR Generalist position.*

Bookmobile Discussion

Consider moving forward with adding a bookmobile for library outreach.

*Upon a **motion duly made** by Molly Hanlon, seconded by Rebecca Hill, and unanimously adopted, the Board of Trustees approve moving forward with the investigation and development of plans for a bookmobile and finding funding sources.*

OTHER BUSINESS

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, September 20, 2018 at 7:00 PM in the Hussey Room of the Library.

Adjourn

*Upon a **motion duly made** by Ed Cambra, seconded by Molly Hanlon, and unanimously adopted, the Board of Trustees ended at 8:33 PM.*

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on July 19, 2018
Financial Reports as of July 31, 2018
Statistics through July 31, 2018
Library Board Committee Assignments
Draft 2019 Budget
Rules for Internet Use Policy
Proposed 2019 Holiday Closings

August 16, 2018

2019 Hours of Operation
Headphones Policy
Behavior Policy
Behavior on Public Library Property Procedural Document

The following items will be distributed at the meeting:

Financial Reports as of August 16, 2018
Bookmobile proposal

August 2018 Library Board: Sandy Sifferlen, Monty Korte, LeeAnn Biggs, Ed Cambra, Molly Hanlon, Jane Johnson, Rebecca Hill