



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, December 20, 2018**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held December 20, 2018, and called to order at 7:01 p.m. All members of the Board of Trustees were present except Jane Johnson. Sarah Moore, Executive Director; Mary Rueff, Assistant Director; Kimberly Olivares, Administrative & Project Specialist; Sarah Childs, Technical Services Department Head; Kristin Stout, Circulation Services Department Head; Tracy Phillips, Foundation Director of Development; and Brandon Weir, IT Specialist; were also present. Sandy Sifferlen, President, presided.

**Secretary's Report**

Minutes of November 15, 2018 Regular Meeting

*Upon motion duly made by Rebecca Hill, seconded by Ed Cambra, and being unanimously approved, the minutes of the Regular Meeting held November 15, 2018.*

**Treasurer's Report**

December Claims

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

Resolution to Transfer Funds to the Library Improvement Reserve Fund

*Upon motion duly made by Monty Korte, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees authorized and directed the transfer of \$50,000 from the Operating Fund to the Library Improvement Reserve Fund.*

Lease Rental Payment

Payment to the Bank of New York for the bonds is due in the amount of \$264,500. The transfer will occur on December 31<sup>st</sup>. The bond holders are paid on January 15<sup>th</sup> by the Bank of New York.

*Upon motion duly made by Monty Korte, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees authorized and directed the semiannual payment of the lease on December 28, 2018 in the amount of \$264,500.*

Board of Finance Meeting in January

The Library Board is required to meet together as the Board of Finance in January each year. This is for the purpose of reviewing the investments and interest earnings from the previous fiscal

year and reviewing the Library's investment policy. In addition, each month, the Board has a report on this activity in the folder that is passed around the table with items that require your signatures. The Board of Finance meeting will be held immediately following the regular January 17, 2019 Board meeting.

### **Staff Reports**

Mary Rueff reported the Friends' Secret Snowflake shop was incredibly well received by the community and raised \$9,317.86. There were 504 shoppers who purchased 3097 gifts over the two days of shopping.

Mary also shared the Winter Reading Program prizes that have been purchased by the Marketing Team.

### **President's Report**

#### LeeAnn's Retirement

*Upon **motion duly made** by Ed Cambra, seconded by Rebecca Hill, and being unanimously adopted, the Board of Trustees of the Hussey-Mayfield Memorial Public Library on the occasion of the retirement of LeeAnn Biggs from the Board upon having served 16 years, recognizes her many contributions through dedicated service on and in various Board committees and offices. LeeAnn's good judgment and experience will be greatly missed.*

#### Welcomes

This month the Library Foundation welcomed Tracy Phillips as the Director of Development.

Kristin Stout, the newly hired Circulation Services Department Head, was welcomed to the meeting and the staff.

#### Strategic Planning

Sandy Sifferlen shared that after discussions with Sarah Moore and members of the Board, the meetings for the strategic planning process will be spread over the 2019 year. Monty Korte shared a brief update from legal counsel regarding expanding library services; the next steps will be to meet with the appropriate officials prior to beginning the strategic planning for the library.

Sarah Moore and Sandy will work together to review possible consultants for the strategic planning process.

Legal council also clarified the issue of what agency should appoint Library Board members and agreed with the State Library that appointments should come via the County Commissioners and County Council. This affects the appointments of Molly Hanlon and the replacement for LeeAnn Biggs. Sarah and Sandy will be following up with the Zionsville Town Council and Mayor to clarify these changes.

### **Committee Reports**

#### Nominating/By-Laws Committee

The Committee has proposed a slate of nominations for Board consideration.

#### **Proposed Slate:**

Sandy Sifferlen, President  
Monty Korte, Vice President  
Ed Cambra, Treasurer

Molly Hanlon, Assistant Treasurer  
Rebecca Hill, Secretary  
Jane Johnson, Assistant Secretary

*Upon an **acclamation** by LeeAnn Biggs, seconded by Rebecca Hill, the Library Board of Trustees move to elect the slate of officers as presented.*

### Director's Report

#### PERF Resolution

Previously, we added staff to PERF based on a list of covered positions created by the library. This resolution changes our method of adding staff from a list of covered positions to all "full-time" staff.

**SEE ATTACHMENTS.**

#### Close Grants Fund

This money is left over from unspent portions of grants and this fund has not used been since 2013. This resolution will close this unnecessary fund and move the \$648.08 into the operating budget.

**SEE ATTACHMENTS.**

#### Close Meeting Room Fund

This money is left over from when we took meeting room deposits and this fund has not been used since 2016. Library staff made considerable efforts over the last two years to refund these funds without success. This resolution will close this unnecessary fund and move the \$5,460.00 into the operating budget.

**SEE ATTACHMENTS.**

#### Surplus Equipment and Furniture

*Upon **motion duly made** by LeeAnn Biggs, seconded by Ed Cambra, and being unanimously adopted, the Library Board of Trustees declared the equipment and furniture removed from service listed on the attached document as surplus.*

**SEE ATTACHMENTS.**

#### Wage and Salary Schedule

The Board of Trustees must review and approve the Wage and Salary Schedule each year.

*Upon **motion duly made** by Monty Korte, seconded by Molly Hanlon, and being unanimously adopted, the Library Board of Trustees approved the 2019 Wage and Salary Schedule as presented.*

#### 1782 Notice

Please see the attached 1782 Notice

**SEE ATTACHMENTS.**

December 20, 2018

### Collection HQ

As a part of the move to a centralized collection development model, we are in need of a collection analytics tool. Sarah Childs and Sarah Moore have reviewed Collection HQ and other related services and believe that this is the right tool for our needs. The cost is \$6500 annually and it is locked in for the next 3 years. This is a negotiated rate from the typical \$10,000 annual cost.

*Upon **motion duly made** by Monty Korte, seconded by Rebecca Hill, and being unanimously adopted, the Library Board of Trustees approved the purchase of Collection HQ at an annual price of \$6500.*

**SEE ATTACHMENTS.**

### TAS Department Head

An offer has been made and once references and background checks are clear, the announcement will be shared with the Board and Library Staff.

### OTHER BUSINESS

### NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, January 17, 2019 at 7:00 PM in the Hussey Room of the Library.

### Adjourn

*Upon a **motion duly made** by LeeAnn Biggs, seconded by Monty Korte, and unanimously adopted it was resolved that there being no further business, the meeting be adjourned at 8:14 PM.*

### **Attachments for Regular Meeting**

Meeting Minutes: Regular Meeting on November 15, 2018  
Financial Reports as of November 30, 2018  
Statistics through November 30, 2018  
Resolution to transfer to LIRF  
PERF Resolution  
Resolution to close the Grants fund and transfer to operating  
Resolution to close the Room Deposits fund and transfer to operating  
Surplus equipment and furniture list  
1782 Notice

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

Financial Reports as of December 20, 2018  
2019 Wage and Salary Schedule

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

December 20, 2018