



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, April 24, 2019**

7 PM Library Board Meeting at Hussey-Mayfield Memorial Public Library

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held April 24, 2019, and called to order at 7:00 p.m. All members of the Board of Trustees were present. Sarah Moore, Executive Director; Mary Rueff, Asst. Director; Brandon Weir, IT Specialist; Julie Bigler, Circulation Asst. Department Head; Tracy Phillips, HMMPL Foundation Development Director; and Kimberly Olivares, Board Assistant were also present. Sandy Sifferlen, President, presided.

Secretary's Report

Minutes of March 21, 2019 Regular Meeting

Upon motion duly made by Rebecca Hill, seconded by Jane Johnson, and being unanimously approved, the minutes of the regular meeting held on March 21, 2019.

Treasurer's Report

April Claims

Upon motion duly made by Ed Cambra, seconded by Molly Hanlon, and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for April 2019, as reviewed, approved, and audited by the Assistant Library Director, and approved for payment by the Treasurer.

Staff Reports

President's Report

Strategic Planning

Sandy Sifferlen reported that Strategic Planning will officially begin in August 2019. Prior to that Sarah Moore will coordinate a 2 hour meeting of the Board of Trustees to discuss and determine the Board's suggestions for the direction of the library. The date of June 20th was suggested. Sarah Moore will confirm. Rebecca Hill and Monty Korte will serve on the Strategic Planning Committee as well as other library staff and community stakeholders.

COMMITTEE REPORTS

Service Access Committee

There was a meeting with the presiding Whitestown Town Manager. It was suggested that the library board develop a short proposal on how service might be extended to this area. Sarah Moore will create a draft of this document.

Personnel Committee

In order to make the 'Student Shelver' position more inclusive, the name of the position is changing to 'Page.' The job description has been updated to reflect this change as well as the new requirement that candidates must be 16 or older to be considered for this position. In addition, the job description has been updated to allow for more flexible duties and to clean up outdated language, etc.

*Upon **motion duly made** by Rebecca Hill, seconded by Jane Johnson, and being unanimously approved, the Library Board resolved to change the title of the Student Shelver position to Page.*

*Upon **motion duly made** by Rebecca Hill, seconded by Molly Hanlon, and being unanimously approved, the Library Board resolved to adopt the Page job description as written.*

SEE ATTACHMENTS.

Personnel Committee

Alcohol Policy – This will allow the Library and Library Foundation the ability to serve alcohol at approved events.

Wi-Fi Lending Policy – This will allow the Library to begin checking out Wi-Fi Hotspots.

*Upon **motion duly made** by Molly Hanlon, seconded by Monty Korte, and being unanimously approved, the Library Board approved the Alcohol Policy and Wi-Fi Lending Policy as written.*

SEE ATTACHMENTS.

Director's Report

Donation Pathway

Discussion about directing all future gifts to the Library, other than in kind gifts, to the Library Foundation was held. This does not include Friends of the Library gifts, which will not change. The Library Foundation Board is in favor of this change. This will allow the Foundation to steward the donors in a more effective manner and grow the donations. Designated gifts will be used as directed.

Sarah Moore was asked to draft a gift acceptance policy that will direct all gifts to the Foundation. The Foundation will draft a more detailed gift acceptance policy to handle any variety of gifts.

Hiring

Kelli Brooks, a Librarian in the Youth Services Department, has been selected as the new Youth Services Department Head.

*Upon **motion duly made** by Molly Hanlon, seconded by Jane Johnson, and being unanimously approved, the Library Board approved the hiring of Kelli Brooks as the Youth Services Department Head.*

SEE ATTACHMENTS.

Lacey Lind has been selected to be the new Marketing Assistant. Her resume is being distributed at the meeting.

*Upon **motion duly made** by Jane Johnson, seconded by Molly Hanlon, and being unanimously approved, the Library Board approved the hiring of Lacey Lind as the Marketing Assistant.*

Early Closing

The Library Foundation is holding a special event after our Lori Rader-Day author visit for VIP guests. Rader-Day has agreed to stay after her talk for the special event. This will require the barrel vault area, which includes our non-fiction collection, and computer labs, to be roped off. The VIP event would start at 8:00. Staff would like to close the library one hour early on that day to permit the event to take place in immediately following the author visit.

*Upon **motion duly made** by Monty Korte, seconded by Jane Johnson, and being unanimously approved, the Library Board approved the early closure of the Library at 8:00 on May 30, 2019 for a special Library Foundation event.*

Annual Report Update

The first draft of an Annual Report for 2018 was shared and reviewed. A tentative goal was set to have the final draft ready for the launch of summer reading.

Other Business

The HVAC compressor that was replaced in 2018 has failed. At the present time, only one compressor is working to provide AC in a portion of the building. The final cost of the replacement and repair will be between \$12,000 and \$20,000 depending on whether the compressor is covered by warranty.

*Upon **motion duly made** by Monty Korte, seconded by Ed Cambra, and being unanimously approved, the Library Board authorizes the Library Director to spend up to \$20,000 for the repair of the compressor. These funds should be taken from LIRF.*

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, May 16, 2018 at 7:00 PM in the Mayfield Room of the Library.

Adjournment

*Upon **motion duly made** by Rebecca Hill, seconded by Molly Hanlon, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:20 p.m.*

Rebecca Hill, Secretary

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on March 21, 2019
Financial Reports as of March 31, 2019
Statistics through March 31, 2019
Page Job Description
Alcohol Policy
Wi-Fi Lending Policy
Kelli Brooks Resume

The following items will be distributed at the meeting:

Financial Reports as of April 18, 2019
Annual Report Draft
Lacy Lind Resume

April 2019 Library Board: Sandy Sifferlen, Monty Korte, Rebecca Hill, Ed Cambra, Molly Hanlon, and Jane Johnson