



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, July 18, 2019**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held July 18, 2019, and called to order at 7:05 p.m. All members of the Board of Trustees were present with the exception of Jane Johnson. Sarah Moore, Executive Director; Assistant Director Mary Rueff; Kimberly Olivares, Board Assistant; Brandon Weir, IT Specialist; Kristin Stout, Circulation Department Head; Sarah Childs, Technical Services Department Head; Tracy Phillips, HMMPL Foundation Development Director; and Christina Hage, soon to be new Trustee were also present. Sandy Sifferlen, President, presided.

Secretary's Report

Minutes of June 18, 2019 Regular Meeting

Upon motion duly made by Rebecca Hill, seconded by Molly Hanlon and being unanimously approved, the minutes of the Regular meeting held on June 18, 2019 were adopted.

Treasurer's Report

July Claims

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

Staff Report

Mary Rueff shared updates regarding the Summer Reading Program. There are more than 3000 youth, teens and adults participating. This is the highest number of participants in recent years. Additional statistics were supplied and will be added to the public record.

President's Report

Strategic Planning

Kimberly Olivares shared a timeline of events related to the strategic planning process with each member of the board. Sarah Moore asked the Board to supply names of individuals that might be good invitees for the upcoming community conversations.

Library Foundation

Sandy tasked Sarah Moore and Tracy Phillips with developing some guidance for the Foundation to follow so as to allow for the natural progression of fundraising within and for the library.

Board Member

Sandy Sifferlen asked for an update on the official appointment of Christina Hage to the Library Board. Ms. Hage stated that she had communicated with the Mayor of Zionsville about this and he assured her it was handled. Sarah Moore will follow up with the County Commissioners to get this matter resolved.

Committee Reports

Policy Committee

Motor Vehicle Driving Record Policy – This is a new policy that will allow the Library to check the driving records of staff that drive for the Library as an essential function of their job or those staff that drive rental vehicles covered by the Library's insurance and make decisions about employment based on these records.

*Upon **motion duly made** by Rebecca Hill, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees approved the Motor Vehicle Drive Records Policy as written with the correction as noted.*

Director's Report

Facilities Report – June and July 2019

HVAC

B&J Mechanical has the south A/C up and fully functional again. Electrical phase monitors have been installed on the north and south A/C.

Electrical

Huston Electric took care of the electrical issues identified on the fire inspection report as well as a few other minor issues.

Roof Leak

We have had a couple of large rains with minor leaking continuing over the Admin Offices. Ceiling tiles have been replaced to comply with Fire Inspection Report.

Fire Department

Ron Lipps returned to reinspect the Library. He confirmed all four items have been corrected.

Elevators

St of IN completed an annual inspection of south elevator, two deficiencies were noted. T-K completed their annual inspection of the south elevator and made corrections. An updated elevator certificate from the IN Dept of Homeland Security is displayed in the south elevator.

Thyssen Krupp made adjustments to the north elevator because it stopped working in the middle of the day Thursday, May 23rd.

The north elevator does NOT have an electrical phase monitor. They are looking into installing a solid state starter that would take care of the electrical irregularities and eliminate some mechanical components. This that is the correct way to proceed, they will provide a quote.

Carpeting

PHD is scheduled to clean the public carpet on Saturday evening, August 17th from 5-10pm.

Windows

Carmel Glass is scheduled to replace the glass in the Graphics/Marketing area picture window that has a seal broken.

Contracts Database

The Library has an updated database of all costs, contracts, etc. A sample will be distributed at the meeting.

Budget Draft

A draft of the 2020 Budget is available for review and will be distributed at the meeting.

Chart of Accounts

We have updated the chart of accounts in anticipation of the accounting software change. A copy is attached.

Next Meeting

The next regular meeting of the Board of Trustees will be Thursday, July 18, 2019.

Adjournment

Upon motion duly made by Monty Korte, seconded by Ed Cambra, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:44 p.m.

Rebecca Hill, Secretary

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on June 18, 2019
Financial Reports as of June 30, 2019
Statistics through June 30, 2019
Motor Vehicle Driving Record Policy
Chart of Accounts

The following items will be distributed at the meeting:

Financial Reports as of July 18, 2019
Strategic Planning Calendar
Library Foundation Room Sponsorship Information
Sample Contracts Database
Draft 2020 Budget

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