



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, August 22, 2019**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held August 22, 2019, and called to order at 7:03 p.m. All members of the Board of Trustees were present. Sarah Moore, Executive Director; Assistant Director Mary Rueff; Brandon Weir, IT Specialist; Virginia Hilbert, Marketing Director; and Phyllis Robinson, Financial Manager, were also present. Sandy Sifferlen, President, presided.

Secretary's Report

Minutes of July 18, 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 July 18, 2019 were adopted.

Treasurer's Report

August 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 August 2019, as reviewed and approved and audited by the Assistant Library Director and approved for payment by the Treasurer.

Staff Report

Mary Rueff shared final statistics and thoughts regarding the 2019 Summer Reading Program. 3,063 individuals participated in this summer's Universe of Stories themed program; this includes 2,313 Youth, 408 Teens, and 342 Adults. Results of the more than 200 responses to the SRP Survey indicate overall very positive reaction to the Summer Reading Program and staff is pleased with the results. Board President Sandy Sifferlen expressed the Library Board's thankfulness and appreciation of the hard work and awesome job that our staff did over the summer and the results show it.

President's Report

Bookmobile Update

Molly Hanlon provided an update to the bookmobile committee's progress. The Zionsville Lions Club, Town of Zionsville, and the Library Foundation have all expressed interest in providing monetary support for a Bookmobile. The Library Foundation's Inaugural Book Ball in February 2020 will raise money to go towards funding the Bookmobile.

Upon motion duly made by Jane Johnson, seconded by Monty Korte, and being unanimously adopted, it was resolved to recommend moving forward with acquiring a Bookmobile and developing a funding plan to implement the Bookmobile in 2020-2021.

Strategic Planning

Sandy Sifferlen 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.

Thank you to Becky Hill for her Service as a Library Trustee

Sandy Sifferlen thanked Becky Hill for her years of service as a Library Trustee and the Board of Trustees adopted the following resolution:

RESOLVED, That the Board of Trustees of the Hussey-Mayfield Memorial Public Library on the occasion of the departure of Becky Hill from the Board upon having served 7 years, recognizes her many contributions through dedicated service on and in Board committees and offices. Becky's good judgment, passion for service, and experience will be greatly missed.

Sandy Sifferlen and Monty Korte will be the Nominating Committee for the open trustee role.

New Board Member

New Library Trustee, Christina Hage, has been officially appointed to the Library Board to replace LeeAnn Biggs. Sandy Sifferlen welcomed Christina to the Board.

Director's Report

FY 2020 Budget

Phyllis Robinson and Sarah Moore met with our DLGF field representative on July 23 with all our financials and draft 2020 budget. Circuit breaker numbers came in at \$125,428. The maximum budget is \$3,324,409.

The public hearing is scheduled for the regular board meeting on September 19 at 7:00.

Upon motion duly made by Rebecca Hill, seconded by Ed Cambra and being unanimously approved, the Library Director is authorized to advertise the FY 2020 budget notice as reviewed by the Finance Committee.

New Hire

Circe McKenney has been selected as the new Outreach Librarian in the Teen and Adult Services Department. Her first day will be Monday, August 26, 2019. Circe received her Master of Library Science degree from the University of Kentucky in 2011 and comes to us most recently from a position as a Reference Librarian with the Knox County Public Library in Knoxville, TN.

Upon motion duly made by Monty Korte, seconded by Christina Hage, and being unanimously approved, the Library Board approved the hiring of Circe McKenney as Outreach Librarian in the Teen and Adult Services Department.

eRate

In order to file for eRate for next year, the following forms must be approved by the Library Board and filed with the State Library:

- Form 479 to certify that the Library is in compliance with the Children's Internet Protection Act (CIPA)
- Letter of Agency to give authority to AdTec to file eRate forms on behalf of HMMPL for 2020-2021.

- New Board Resolution to continue in the consortium (see attached).

*Upon **motion duly made** by Jane Johnson, seconded by Ed Cambra, and being unanimously approved, the Library Board resolved to direct the Library Director to sign Form 479 and authorization form for filing eRate on behalf of HMMPL.*

*Upon **motion duly made** by Jane Johnson, seconded by Ed Cambra, and being unanimously approved, the Library Board approved the Resolution for Indiana State Library Consortium for Public Library Internet Access.*

Sale of Stock

The Library was gifted 15 shares of stock in Eli Lilly and Company in 1997 in honor of Wilma Hudson Black. We would like to sell this stock and deposit the balance into a designated gift fund.

*Upon **motion duly made** by Ed Cambra, seconded by Becky Hill, and being unanimously approved, the Library Board approved the Resolution to sell gifted Eli Lilly & Company Stock for placement into a designated gift fund.*

Marketing Assistant

The addition of a Marketing Intern to focus on community outreach has made a major difference in the promotion of the Library over the summer. We would like to convert this into a permanent part-time position.

*Upon **motion duly made** by Rebecca Hill, seconded by Jane Johnson and being unanimously approved, the Library Board approved the creation of an additional Marketing Assistant position and the hiring of Anne Cardimen for the part-time position of Marketing Assistant.*

Circulation Services Department Head

Julie Bigler has been promoted to the position of Circulation Services Department Head.

*Upon **motion duly made** by Rebecca Hill, seconded by Christina Hage and being unanimously approved, the Library Board approved the hiring and promotion of Julie Bigler to the position of Circulation Services Department Head.*

Next Meeting

The next regular meeting of the Board of Trustees will be Thursday, September 19, 2019 at 7:00 PM in the Hussey Room of the Library.

The Library Board focus group with the Strategic Planning Consultants will be on September 26, 2019 at 6:30 PM in the 3rd floor conference room.

Adjournment

*Upon **motion duly made** by Becky Hill, seconded by Christina Hage, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:02 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

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