

**BOARD OF TRUSTEES  
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
November 13, 2017**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held November 13, 2017, and called to order at 7:12 p.m. All members of the Board of Trustees were present except Jane Johnson. Interim Director Mary Rueff was also present. Sandy Sifferlen, President, presided.

**Secretary's Report**

Minutes of October 23, 2017 Regular Meeting

*Upon **motion duly made** by Rebecca Hill, seconded by Molly Hanlon and being unanimously approved, the minutes of the regular meeting held October 23, 2017 were adopted.*

**Treasurer's Report**

November Claims

*Upon **motion duly made** by Ed Cambra, seconded by Rebecca Hill, and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for November 2017, as reviewed, approved and audited by the Assistant Library Director and approved for payment by the Treasurer.*

**Update Non-resident Fee**

*Upon **motion duly made** by LeeAnn Biggs, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees approved the following motion:*

*Whereas, IC 36-12-2-25c requires that an individual non-resident fee be established, the members of the Library Board do resolve to establish the non-resident fee at \$80 for an individual non-resident card, beginning November 14, 2017.*

*Be it **further resolved** that this fee will remain in effect until such time that the Library Board passes another fee resolution.*

**President's Report**

Ed Cambra is up for reappointment to the Library Board by the Boone County Council and contacts have been made regarding his reappointment.

Molly Hanlon will chair the new Marketing Committee and Jane Johnson and Rebecca Hill will also be on the committee.

Interviews for Executive Director candidates in an executive session of the Library Board will begin at 3:45 pm on Monday, November 27, 2017. The Library Board will reconvene in executive session on Thursday, November 30, 2017 to discuss the candidates and make a decision. Both executive sessions will be held in the Hussey Room.

The hiring of a Facilities Manager will be tabled until a new Executive Director is hired. The current Facilities Department staff will work during this interim period on various projects.

## **Committee Reports**

### **Policy Committee**

*Upon motion duly made by LeeAnn Biggs, and seconded by Rebecca Hill, and being unanimously adopted, the Board of Trustees approved the Media Policy and Promotion of Library Programs and Services Policy with updates.*

### **Information Technology Committee**

Rebecca Hill and Ed Cambra updated the Board on the Information Technology Committee meeting held on November 2, 2017. The committee asked IT Specialist, Brandon Weir to get 2 to 3 vendor quotes when considering upcoming purchases. Youth Services will be getting some solid state drives and the Senior Graphic Artist will be getting a new computer that can better handle her needs. The committee also spoke with Virginia Hilbert, Marketing Director and they discussed having a cross-section of users participate in a focus group for the new website a couple of weeks prior to the December 2<sup>nd</sup> launch by using the live draft.

## **Director's Report**

### **Conflict of Interest Update**

The State Library of Indiana recommends Library Board of Trustee members sign a conflict of interest disclosure statement at least annually to comply with Indiana Code 35-44.1-1-4. Once completed by each board member, the forms are then uploaded to Gateway to ensure compliance.

The board trustees in attendance signed a new Conflict of Interest disclosure statement and Mary Rueff will ask Jane Johnson to compete hers. Once all have been completed, they will be uploaded to Gateway.

### **Food for Fines**

*Upon motion duly made by Rebecca Hill, seconded by LeeAnn Biggs, and being unanimously adopted, the Board of Trustees authorize the Interim Director to implement the Food for Fines program during the first 20 days of February 2018 to accept food donations in lieu of fines owed to the Hussey-Mayfield Memorial Public Library, up to \$20 per library card.*

## **OTHER BUSINESS**

Molly Hanlon updated the Board on the progress of talks with the Lions Club regarding a bookmobile for the Library. A field trip to the Hancock County Public Library by a group from HMMPL and a Lions Club representative is planned for December 1<sup>st</sup> to learn about their Sprinter Van, decisions on funding and outfitting of the vehicle that were made as it was planned for, their outreach services model and general information gleaned.

President Sandy Sifferlen reminded the board of the schedule for November 27<sup>th</sup>, with a small reception occurring at 3 pm, interviews after that in executive session and a wrap-up on Thursday, November 30<sup>th</sup> at 6 pm in executive session to discuss and make a decision.

## **NEXT MEETING**

The next regular meeting of the Board of Trustees will be Thursday, December 21, 2017 at 7:00 PM in the Hussey Room of the Library.

## **Adjournment**

*Upon motion duly made by LeeAnn Biggs, seconded by Molly Hanlon, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:10 p.m.*

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Rebecca Hill, Secretary

November 2017 Library Board: Sandy Sifferlen, LeeAnn Biggs, Monty Korte, Rebecca Hill, Ed Cambra, Jane Johnson and Molly Hanlon