

**BOARD OF TRUSTEES  
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
December 21, 2017**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held December 21, 2017, and called to order at 6:01 p.m. All members of the Board of Trustees were present except Sandy Sifferlen. Interim Director Mary Rueff, Marketing Director, Virginia Hilbert, and Board Assistant, Kimberly Olivares, were also present. LeeAnn Biggs, Vice President, presided.

**Secretary's Report**

Minutes of November 13, 2017 Regular Meeting and Executive Sessions held on November 13, 2017 and November 27, 2017

*Upon **motion duly made** by Rebecca Hill, seconded by Ed Cambra and being unanimously approved, the minutes of the regular meeting held November 13, 2017 and the Executive Sessions held on November 13, 2017 and November 27, 2017 were adopted.*

**Treasurer's Report**

December Claims

*Upon **motion duly made** by Monty Korte, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for December 2017, 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 Jane Johnson, and being unanimously adopted, the Board of Trustees authorized and directed the transfer of \$140,000 from the Operating Fund to the Library Improvement Reserve Fund.*

**Lease Rental Payment**

*Upon **motion duly made** by Monty Korte, seconded by Jane Johnson, and being unanimously adopted, the Board of Trustees authorized and directed the semiannual payment of the lease on December 29, 2017 in the amount of \$267,000.*

## **Surplus IT Equipment**

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

## **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 requiring signatures. The Board of Finance meeting will be held immediately following the regular January 18, 2018 Board meeting.

## **Staff Reports**

Marketing Director, Virginia Hilbert, provided a report on the success of the December 2, 2017 website launch and rebranding. The feedback has been overwhelmingly positive. Please see attached reports for details.

## **President's Report**

Ed Cambra was reappointed to the Board by the Boone County Council.

Happy Birthday to Becky Hill!

## **Committee Reports**

### **Nominating/By-laws Committee**

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

#### **Proposed Slate:**

Sandy Sifferlen, President  
LeeAnn Biggs, Vice President  
Monty Korte, Treasurer  
Becky Hill, Secretary  
Ed Cambra, Assistant Treasurer  
Jane Johnson, Assistant Secretary

**Call by Vice President Biggs** for further nominations from the floor.

*Upon **motion duly made** by Monty Korte, and seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees closed the Library Board of Trustees nominations.*

*Upon **motion duly made** by Monty Korte, and seconded by Rebecca Hill, and being unanimously adopted, the Board of Trustees elected Library Board of Trustees as presented.*

## Bookmobile Committee

Molly Hanlon shared that the local Lions Club was seeking a matching grant from the National Lions Club for the support of the bookmobile. There are also questions from the Lions Club about how the book bike that is currently under construction will impact or compete with the bookmobile. Molly will discuss implications of this with Kimberly Olivares, Executive Director of the HMMPL Foundation.

### **Director's Report**

Mary Rueff and the maintenance committee members shared updates on the state of the roof after some leaking was noticed on the 3<sup>rd</sup> floor. The insurance company will be contacted as it appears there is roof damage due to storms.

Mary updated the numbers of participants for Winter Reading Programs: 120 adults, 354 children, and 250 teens.

The recent Friends of the Library Secret Snowflake Shop was a wild success; raising over \$6000. There are discussions about expanding the event to multiple days.

## **OTHER BUSINESS**

### **NEXT MEETING**

The next regular meeting of the Board of Trustees will be Thursday, January 18, 2018 at 7:00 PM in the Hussey 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 6:26 p.m.*

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Rebecca Hill, Secretary

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