



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, February 15, 2018**

**7:00 PM – Regular Monthly Meeting of the Library Board**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held February 15, 2018, and called to order at 7:00 p.m. All members of the Board of Trustees were present. Mary Rueff, Interim Director; Kimberly Olivares, Board Assistant; and Brandon Weir, IT Specialist were also present. Sandy Sifferlen, President, presided.

**Secretary's Report**

Minutes of December 21, 2017 Executive Session, January 18, 2018 Special Meeting, Executive Session and Regular Meeting and January 23, 2018 Special Meeting

*Upon motion duly made by Rebecca Hill, seconded by Jane Johnson, and being unanimously approved, the minutes the minutes of the Executive Session held December 21, 2017; Regular Meeting held January 18, 2018; Special Meeting held January 18, 2018; Executive Session held January 18, 2018; and Special Meeting held January 23, 2018 were adopted.*

**Treasurer's Report**

February 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 February 2018, as reviewed, approved, and audited by the Assistant Library Director, and approved for payment by the Treasurer.*

**Staff Reports**

Mary Rueff will forward the circulation monthly stats that were provided by Kermit Paddock.

**President's Report**

Sandy Sifferlen publicly recognized the work of Mary Rueff as her time as Interim Director comes to a close.

Sandy Sifferlen shared copies of job descriptions for the Trustees ([https://www.in.gov/library/files/In\\_the\\_Public\\_Trust\\_20141001\\_Chap\\_02.pdf](https://www.in.gov/library/files/In_the_Public_Trust_20141001_Chap_02.pdf)). Mary will provide a hard copy of the IN the Public Trust document to all Trustees at the March Board Meeting (<https://www.in.gov/library/InPubTrust.htm>). Sandy thanked the various board members for stepping up in the time of transition and offered to serve as a conduit for all communication with Sarah Moore, the new Executive Director, when she begins on February 19, 2018. Sandy stated that Sarah will lead the library and set the path with the input and guidance of the Board.

## Committee Reports

### Policy Committee

**Fines & Fees** - Some of the "wills" have been changed to "mays" because there are always extenuating circumstances, and sometimes these fees are not charged, so Kermit is making this change to match our practice.

**Library Cards** - The clarification of the Library's service area has been updated because those former Perry Twp residents who now live in Zionsville have been confused when they saw that our service area was described as "Zionsville, Eagle and Union Townships" and thought that they could get a "free" library card. We also have some parts of Eagle Twp that are officially Whitestown now, but they are still in our service area/district, so hopefully this new description of what constitutes a resident card (geographically) will lessen confusion.

**Library Notices** – It is felt that the first statement wasn't necessary and was redundant since email addresses are referenced in the subsequent parts of the policy.

**Loan Periods, Limits, Renewals & Holds** - Under the section about renewals, we added a statement about renewals not being guaranteed if someone else has a hold on an item. And we removed the section about placing holds on AV materials.

**Lost & Damaged Items** - Mainly clarifying that a patron cannot bring in a withdrawn item from another library to replace one of HMMPL's that they lost or damaged.

**Interlibrary Loan** - no substantive updates, just customer to patron

**Proctoring Exams** - no recommended updates

*Upon a **motion duly made** by LeeAnn Biggs, seconded by Monty Korte, and being unanimously adopted, the Board of Trustees approve the Fines and Fees; Library Cards; Library Notices; Loan Periods, Limits, Renewals & Holds; Lost & damaged Items; Interlibrary Loan; and Proctoring Exams policies as updated.*

**SEE ATTACHMENTS.**

### Personnel Committee

Rosie Handley, our Custodian, will be retiring on April 1, 2018. Rosie has been an employee since November 14, 2007 and a full time employee since February 1, 2008.

This retirement date may shift to April 2, 2018 due to the Easter holiday.

### Maintenance Committee

The Maintenance Committee will schedule a meeting in the future to discuss options for cleaning the Library building upon the retirement of Rosie Handley.

## Director's Report

### Winter Reading Program Final Statistics

**Adults:** 187 participants read 990 books [80 returned of 170 paper logs taken in 2017; no count kept of # of books read]

**Teens:** 255 reading logs returned [233 in 2017]

**Youth:** 455 participants [increase of 16%], with 150 completed [increase of 25%]

February 15, 2018

### Wage and Salary Schedule

The Board of Trustees must review and approve the Wage and Salary Schedule each year. The Wage and Salary Schedule revision includes the salary increases approved with the 2018 budget.

Upon a motion duly made by Jane Johnson, seconded by Rebecca Hill, and being unanimously adopted, the Board of Trustees approved *the 2018 Wage and Salary Schedule as presented*.

**SEE ATTACHMENT.**

### **1782 Budget Notice**

The Library has received our 1782 Notice of our Certified 2018 Budget from the DLGF. Our budget was approved as requested, with the circuit-breaker impact not as large as was budgeted.

**SEE ATTACHMENT.**

### **Legislative Breakfast**

The Boone County Chamber of Commerce's Annual Legislative Breakfast is on Saturday, February 17 at 7:30 am at Traders Point Christian High School, 5608 Whitestown Parkway, Whitestown, IN 46073.

### **OTHER BUSINESS**

Monty Korte met with Jake Speer about moving forward with adding to the library's service area. Mr. Speer indicated that the State Library would be supportive of such a move and discussed the various mechanisms to accomplish this. Mr. Speer will be sharing the names and contact information for several attorneys that can aid in this process. Sandy Sifferlen created an exploratory committee comprised of Monty Korte, Jane Johnson, and Molly Hanlon. This committee will start to map this process at the micro level so next steps can be taken.

### NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, March 15, 2018 at 6:45 PM in the Luther Room at Christ Lutheran Church, 600 N Ford Rd, Zionsville, IN. It follows the Annual Staff Recognition Dinner that begins at 5:30 PM in the church's Fellowship Hall.

### **Adjournment**

*Upon motion duly made by Monty Korte, seconded by Molly Hanlon, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:40 p.m.*

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Rebecca Hill, Secretary

February 15, 2018

### Attachments for Regular Meeting

Meeting Minutes: December 21, 2017 Executive Session; January 18, 2018 Regular Meeting; January 18, 2018 Special Meeting; January 18, 2018 Executive Session; and January 23 Special Meeting

Financial Reports as of January 31, 2018

Financial Reports as of December 31, 2017 with budget transfers included

Statistics through January 31, 2018

Policies: Fines and Fees; Interlibrary Loan; Library Cards; Library Notices;

Loan Periods, Limits, Renewals & Holds; Lost & Damaged Items; Proctoring Exams

Wage and Salary Schedule

1782 Notice for Budget Year 2018

***The following items will be distributed at the meeting:***

Financial Reports as of February 15, 2018

January 2018 Library Board: LeeAnn Biggs, Sandy Sifferlen, Monty Korte, Becky Hill, Ed Cambra, Molly Hanlon, and Jane Johnson