



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, June 21, 2018**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held June 21, 2018, and called to order at 7:02 p.m. All members of the Board of Trustees were present. Mary Rueff, Assistant Director; Kimberly Olivares, Board Assistant; and Brandon Weir, IT Specialist; were also present. Sandy Sifferlen, President, presided.

Secretary's Report

Minutes of May 17, 2018 Regular Meeting

Upon motion duly made by Rebecca Hill, seconded by Jane Johnson, and being unanimously approved, the minutes the minutes of the regular meeting held May 17, 2018 were adopted.

Treasurer's Report

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

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 semi-annual lease payment for June 30, 2018, in the amount of \$264,500.

Staff Reports

Summer Reading Update from Mary Rueff.

Mary shared that the marketing department has hired a summer intern, Kylie Fife. The Board would like to have a better understanding of the goals of the intern as well as metrics for how to show the return on investment. This will be coordinated by the Marketing Committee for the July meeting.

Upon motion duly made by LeeAnn Biggs, seconded by Rebecca Hill, and being unanimously adopted, the Board of Trustees approves the hiring of Kylie Fife as Marketing Intern, started on Monday, June 18, 2018.

President's Report

Sandy Sifferlen congratulated Rebecca Hill on her appointment to the ILF board.

Sandy also shared that temporary employees, Karen McCutcheon and Jean Patterson, have joined the administrative department to offer support in human resources/payroll and accounting while Phyllis Robinson is out of the office.

Committee Reports

Exploratory Committee

The committee is being renamed to 'Service Access Committee' to better encompass the many discussions of how to broaden the scope and services of the library. This group met recently with Scott Chinn, of Faegre, Baker, and Daniels, to undergo a fact finding mission and set out a plan for next steps with regard to the possible inclusion of Whitestown in the library's service area. This will essentially be a macro plan on how to proceed if the Library Board should choose to do so.

*Upon **motion duly made** by Monty Korte, seconded by Jane Johnson, and being unanimously adopted, the Board of Trustees authorized the engagement of Scott Chinn, attorney of Faegre, Baker, & Daniels, for a fee of not to exceed \$13, 200 that will be paid from the Rainy Day Fund.*

Technology Committee

Ed Cambra shared the outcome of a recent Technology Committee meeting with Brandon Weir. The printers are now off lease and owned and maintained by the library at a significant savings, copier leases are set to expire in approximately 18 months, ENA will be upgrading our current 50mbps to 100 mpbs as Metronet becomes available. A maintenance ticket system is in development. There also needs to be an update to our security/video access policy to reflect the new video surveillance system.

Director's Report

Property and Casualty Insurance

The renewal date for our property and casualty insurance is July 1. We have been with the same company, Gregory & Appel, for many years. Sarah Moore solicited 3 additional quotes to evaluate with the Gregory & Appel proposal this year. Please see the attached proposals and her notes and comparisons.

She recommends switching to John Parmley with HBG Insurance & Bonds. They have been extremely responsive to all of her requests and questions and will save us around \$2,606 during this plan year.

She also recommends switching to ADP / The Hartford for our Workers Compensation Insurance. This is a savings of \$1,519.00 and would streamline the process through our current payroll processing company.

SEE ATTACHMENTS.

*Upon **motion duly made** by Ed Cambra, seconded by Rebecca Hill, and being unanimously adopted, the Board of Trustees approved proposed quote of \$24,924.00 for property and casualty insurance minus the Workers Compensation coverage with John Parmley / HBG Insurance & Bonds for the year beginning July 1, 2018 to June 30, 2019*

*Upon **motion duly made** by Ed Cambra, seconded by Molly Hanlon, and being unanimously adopted, the Board of Trustees approved the proposed quote of \$1,649.00 for*

Workers Compensation Insurance coverage with ADP / The Hartford for the year beginning July 1, 2018 to June 30, 2019

DLGF Budget Calendar for the FY 2019 Budget

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| June 27 | DLGF Gateway Workshop |
| July 2 | Deadline for State Budget Agency to provide Average Growth Quotient (AVGQ) |
| July | HMMPL Budget Committee of the Board meets to discuss the proposed budget. |
| July 16 | Department provides estimated max levy and cumulative fund rate estimates. |
| July 19 | Regular Library Board Meeting. Present the proposed budget. |
| July 31 | Department provides circuit breaker numbers. |
| Aug. 8 | Budget workshop with DLGF Field Representative. |
| Aug. 16 | Regular Library Board Meeting. The Board approves the budget notice. |
| Sept. 3 | The last date to submit proposed 2019 budgets, rates and levies to the County Council for <u>binding review</u> , if applicable. |
| Sept. 7 | Submit notice to taxpayers of proposed 2019 budgets and tax levies and notice to taxpayers of public hearing (Budget Form 3) to the Department through Gateway. (At least ten days before the public hearing – last possible date is Sept. 10, 2018.) |
| Sept. 20 | Regular Library Board Meeting. Board conducts Public Hearing on the 2019 Budget as advertised. The last date for the public hearing is October 22, 2018. |
| Oct. 18 | Board adopts budget at regular Board meeting. The last date for adoption is November 1, 2018. |
| Nov. 5 | Last day for units to submit their 2018 budgets, tax rates, and tax levies to the DLGF through Gateway as prescribed by the Department. |

*Upon **motion duly made** by Monty Korte, seconded by LeeAnn Biggs, and being unanimously adopted, the Board of Trustees approved the tentative dates for the 2019 Budget Processing Calendar, beginning June 27, 2018 and ending November 5, 2018 to complete the 2019 budget approval, review, and submission process.*

The Budget Committee will meet prior to the July Board meeting.

Boone County Cards Agreement

We need to sign a new agreement between the Hussey-Mayfield Memorial Public Library and the unserved townships in Boone County for the provision of library services. This agreement has been sent with an accompanying letter and Q&A from the Library to all of the unserved townships. The calculation for payment has changed using the following formula:

(Annual non-resident card fee (per IC 36-12-2-25(d)) – (Total verifiable income and excise tax draw for the library from the county for the previous year ÷ most recent census population for the tax draw) = Balance due per library card issued to a resident of the contracting township. \$80 – (\$1,240,295 ÷ 56,640) = \$58.10

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When we receive responses back, we will need to have the agreements signed. There is no action needed at this time.

SEE ATTACHMENTS.

Program Expenditures

Programs are an important function of the library. They are specifically addressed in Strategic Objective 1 of the Library's three-year Strategic Plan. We currently do not allocate significant money to help fund and support this function. All money dedicated to programming is budgeted in an account that is split between program supplies and office supplies. Nearly all of the funding for programs comes from the Friends and the Foundation.

After discussion with the State Library, we can allocate funds just for programming and speaker gifts (which we currently do not include in the budget). This process would require the Board to pass a resolution. This would allow us to develop the budget that would more accurately reflect the priorities of the library. A resolution is attached that would ensure that we have more flexibility to budget for programs, which promote the library, in the future.

SEE ATTACHMENTS.

*Upon **motion duly made** by LeeAnn Biggs, seconded by Rebecca Hill, and being unanimously adopted, the Board of Trustees approved the Resolution to Authorize Payment of Program and Performer Gift Money.*

TIF Allocation

The Town of Zionsville Redevelopment Commission has sent a notification that they need to capture all of the incremental assessed value from the TIF allocation areas, therefore there will be no excess assessed value from the TIF Allocation Areas that will be distributed to the Library.

SEE ATTACHMENTS.

OTHER BUSINESS

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, July 19, 2018 at 7:00 PM in the Hussey Room of the Library.

Adjourn

*Upon a **motion duly made** by Monty Korte, seconded by LeeAnn Biggs, and unanimously adopted, the Board of Trustees meeting ended at 8:18 PM.*

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on May 17, 2018
Financial Reports as of May 31, 2018
Financial Reports as of May 31, 2018
Statistics through May 31, 2018
Insurance Proposals (4) and notes
Boone County Cards Agreement
Resolution to Authorize the Payment of Program and Performer Gift Money
TIF Letter

SRP Report to Library Board

The following items will be distributed at the meeting:

Financial Reports as of June 21, 2018

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