



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, February 20, 2020**

**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 20, 2020, and called to order at 7:00 p.m. All members of the Board of Trustees were present. Sarah Moore, Executive Director; Mary Rueff, Asst. Director; Phyllis Robinson, Finance Manager; Brandon Weir, IT Specialist; Laurie Harris, Circulation Asst. Department Head; Kelli Brooks, YS Department Head; Joey Houston, TAS Department Head; Tracy Phillips, HMMPL Foundation Director; Nichole Franklin, Peters Municipal Consultants; and Kimberly Olivares, Board Assistant were also present. A member of the community was also present. Sandy Sifferlen, President, presided.

Secretary's Report

Minutes of January 16, 2020 Regular Meeting

Upon motion duly made by Jane Johnson, seconded by Monty Korte, and being unanimously approved, the minutes of the regular meeting held on January 16, 2020.

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 2020, as reviewed, approved, and audited by the Assistant Library Director, and approved for payment by the Treasurer.

Other Business

Nichole Franklin of Peters Municipal Consultants reviewed the general tax implications of expanding the service area to include Worth and Perry Township.

Upon motion duly made by Monty Korte, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees authorize the continued exploration of developing a new branch of the Hussey-Mayfield Memorial Public Library in the currently unserved area of Worth and Perry Townships.

Staff Reports

Mary Rueff shared the outcomes of the winter reading program.

President's Report

Book Ball

Tracy Phillips shared feedback from the book ball held on February 8th. There was \$11K raised for the Bookmobile. There was an additional \$9500 raised for the foundation during this event as well. The ultimate goal of the event was to raise awareness of the foundation, build the database of

potential donors, and finally raise funds. Tracy will be following up with attendees and making more connections between the community and the library foundation.

Building Committee

Sandy formally formed the Building Committee of Monty Korte, Sandy Sifferlin and Christina Hage. This committee will work with staff on moving the 1st floor renovation project forward.

Committee Reports

Policy Committee

Interlibrary Loan - There are a few recommended changes; there is a procedural request form that is being updated to include more generic information for staff and that we're hoping to have in a fillable form on the website.

Exam Proctoring – no changes recommended; there is a procedural request for proctoring form that we are also hoping to have in a fillable form on the website.

Adults in the Youth Services Department – New Policy

Headphones - The staff would like to delete/remove this policy, as with the way patrons use headphones/earbuds these days, we feel that this has become more of a procedural issue than one that needs a policy.

*Upon **motion duly made** by Jane Johnson, seconded by Christine Hage, and being unanimously adopted, the Board of Trustees approve the Interlibrary Loan, Exam Proctoring, and Adults in the Youth Services Department policies as written.*

*Upon **motion duly made** by Jane Johnson, seconded by Christine Hage, and being unanimously adopted, the Board of Trustees approve the removal of the Headphones policy.*

Service Access Committee

Monty Korte shared that a subsection of the Trustees met with Elise Nieshalla, Boone County Council, to discuss plans to expand the current service area to include Worth and Perry Townships. Monty indicated that the next steps would be to develop a communications plan that encompasses the stakeholders: Worth Township Trustee, Emily Styron, Zville Mayor/Perry Township Trustee, Boone County Council, etc.

President's Report

Sarah's Review

Sandy Sifferlin indicated there will be an Executive Session scheduled prior to the February board meeting to conduct Sarah's annual review.

Sandy shared that Kelli Brooks in conjunction with staff of ZCS were awarded a grant to transition pre-k students to kindergarten.

Committee Reports

Service Access Committee

Monty Korte and Sarah Moore updated the board about the plans of the Lebanon Public Library to add Whitestown/Worth Township to their service area. Sarah had an additional preliminary meeting with Worth Township Trustee, Jim Baldwin, and he has agreed to give HMMPL time to create a proposal of the impact of adding Whitestown/Worth Township to HMMPL's service area. There is also an upcoming meeting with Zionsville Mayor, Emily Styron, to discuss the addition of Perry Township to the library's service area.

Budget Committee

Ed Cambra shared a written report of a recent Budget Committee meeting.

Director's Report

Book Ball

The Book Ball took place on February 8, 2020 at the Library. Tickets were sold-out and the event was a huge success. I wanted to take a moment to thank the Library Foundation Board, Tracy Phillips, the Library staff that volunteered to help, and everyone else involved for all of their hard work. It was truly an impressive evening.

2019 Stats Handout

Marketing has created a 2019 Stats handout to be followed soon with a 2019 Annual Report. We had another record-breaking year.

Surplus Items

We have a list of items that need to be declared surplus.

*Upon **motion duly made** by Monty Korte, seconded by Jane Johnson, and being unanimously adopted, the Board of Trustees authorize the removal of items listed on the attached documents as surplus.*

Personnel

The Circulation has hired a new Circulation Services Assistant to fill a vacant position. Kai Warmoth started with the Library on January 27th.

*Upon **motion duly made** by Monty Korte, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees approve the hire of Kai Warmoth as a Circulation Services Assistant.*

Ellen Leffler has resigned from her position as a Teen and Adult Services Librarian after 21 years of service. We are currently interviewing for the open position.

Staff Recognition Dinner

The Staff Recognition Dinner will be held before the regular Board meeting in May this year. The dinner will begin at 5:30 with the Board meeting to follow at 6:45.

*Upon **motion duly made** by Jane Johnson, seconded by Micah Vincent, and being unanimously adopted, the Board of Trustees approve closing the Library at 5:00 PM on Thursday, May 21 for staff to attend the Recognition Dinner.*

Strategic Planning Check-in

The Marketing Department is working on a condensed version of the Strategic Plan to hand out to patrons and the community. Once this piece is ready, we will be making the entire plan available as well.

Currently, the work with the bookmobile, Worth and Perry Township, and the remodel are all in-line with the goals of the Strategic Plan. As we move forward, I will include an update at each meeting. The Departments will be reporting quarterly and this will be included in my report.

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, March 19 at 7 pm.

Adjourn

*Upon **motion duly made** by Jane Johnson, seconded by Monty Korte, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:50 p.m.*

Jane Johnson, Secretary

Attachments for Regular Meeting

Meeting Minutes: January 16, 2020 regular meeting; January 16, 2020 special meeting
Financial Reports as of December 31, 2019 with budget transfers included
Statistics through January 31, 2020

Policies: Interlibrary Loan, Exam Proctoring, Adults in the Youth Services Department, Headphones
List of items to declare surplus

The following items will be distributed at the meeting:

Financial Reports as of February 20, 2020

February 2020 Library Board: Sandy Sifferlen, Monty Korte, Ed Cambra, Molly Hanlon, Jane Johnson, Christina Hage, and Micah Vincent