



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, April 16, 2020**

**6 PM Library Board Meeting via ZOOM**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held April 16, 2020, and called to order at 6:02 p.m. All members of the Board of Trustees were present. Sarah Moore, Executive Director; Mary Rueff, Asst. Director; Julie Bigler, Circulation Department Head; Sarah Childs, Technical Services Department Head; Jamie Schlenk, Collection Development Specialist; Patricia VanArsdale, TAS Asst Department Head; and Kimberly Olivares, Board Assistant were also present. Sandy Sifferlen, President, presided.

**Secretary's Report**

Minutes of February 20,2020 Regular Meeting

*Upon motion duly made by Jane Johnson, seconded by Ed Cambra, and being unanimously approved, the minutes of the regular meeting held on February 20, 2020.*

**Treasurer's Report**

April Claims

*Upon motion duly made by Ed Cambra, seconded by Jane Johnson, and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for April 2020, as reviewed, approved, and audited by the Assistant Library Director, and approved for payment by the Treasurer.*

**Staff Reports**

**President's Report**

Sandy Sifferlen thanked the board and staff for their flexibility in moving meeting times and going remote via ZOOM.

**COMMITTEE REPORTS**

**Finance Committee**

Report on ways most recent meeting and ways to prepare for any financial difficulties caused by COVID-19.

Micah Vincent advised that we move to a cash conservation mode and worry less about the impact of HB1343's impact. Sarah Moore also shared that bill has been revised and likely would only impact the library for 1 year if it were ever acted upon.

**Personnel Committee**

The HR team has been working with managers, administration, and staff to update job descriptions. The job descriptions that were distributed at the February meeting are attached and have been reviewed by the Personnel Committee

*Upon **motion duly made** by Jane Johnson, seconded by Ed Cambra, and being unanimously approved, the Library Board resolved to approve the HR Manager, Circulation Services Assistant, and Circulation Services Assistant Department Head job descriptions as written.*

**SEE ATTACHMENTS.**

### **Policy Committee**

Epidemic/Pandemic and Health Emergency Policy  
Update to Employee Handbook, Section 8.6

*Upon **motion duly made** by Ed Cambra, seconded by Christina Hage, and being unanimously approved, the Library Board approved the Epidemic/Pandemic and Health Emergency Policy and the Employee Handbook Update to section 8.6 as written.*

**SEE ATTACHMENTS.**

### **Director's Report**

#### **Update on Continuing Library Services**

Though the Library building is currently closed, staff have been finding ways to continue to provide services and materials to support our community.

#### Electronic Resources:

- Tutor.com
- Audio BookCloud, Romance BookCloud, and Teen BookCloud
- Tumble Math
- Hoopla Increase
- Freegal Streaming

#### Programming:

- Zoom, YouTube, Facebook Live
- Library Calendar and Electronic Newsletter
- Electronic Book Clubs

#### New Services

- Reader's Advisory—reading suggestions
- LibChat
- Spring Reading Club
- Online Library Card Registration

#### Facilities

- Painting
- Carpet cleaning
- Sensory Garden Installation
- Deep Cleaning

#### **Closure Decision**

I would like to change our latest closure to be "until it is safe to reopen." This would be when local and state health officials deem it appropriate to reopen public gathering places.

*Upon **motion duly made** by Molly Hanlon, seconded by Ed Cambra, and being unanimously approved, the Library Board of Trustees resolve to approve the closure of the Library until it is safe to reopen.*

**Other Business**

**NEXT MEETING**

The next regular meeting of the Board of Trustees will be Thursday, May 21, 2020 via ZOOM.

**Adjournment**

*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 6:50p.m.*

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Jane Johnson, Secretary

**Attachments for Regular Meeting**

Meeting Minutes: Regular Meeting on February 20, 2020  
Financial Reports as of March 31, 2020  
Statistics through March 31, 2020  
HR Manager job description  
Page job description  
Circulation Services Assistant job description  
Circulation Services Assistant Department Head job description  
Epidemic/Pandemic and Health Emergency Policy  
Update to Employee Handbook Section 8.6

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

Financial Reports as of April 16, 2020

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