



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, June 25, 2020**

**6 PM Library Board Meeting via ZOOM**

The regular meeting of the Board of Trustees was held on June 25, 2020, beginning at 6:02 p.m. All members of the Board were present. Sarah Moore, Executive Director; Mary Rueff, Asst. Director; Phyllis Robinson, Finance Manager; Brandon Weir, IT Specialist; Sarah Childs, Tech Services Department Head; Julie Bigler, Circulation Department Head; Patricia VanArsdale, TAS Asst Department Head; Melissa Chrisman, PR Consultant; and Kimberly Olivares, Board Assistant were also present. Sandy Sifferlen, President, presided.

**Secretary’s Report**

Minutes of May 21, 2020 regular meeting and June 4, 2020 special meeting

*Upon **motion duly made** by Jane Johnson, seconded by Molly Hanlon, and being unanimously approved, the minutes of the regular meeting held on May 21, 2020 and the special meeting held on June 4, 2020 are approved.*

**Treasurer’s Report**

June Claims

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

**Staff Reports**

**President’s Report**

Expansion Discussion

Sandy Sifferlen explained why the timeline for the possible expansion into Worth and Perry Townships has been fast-tracked. It is due to the Lebanon Library’s proposal to provide service to Worth Township residents and their bond renewal timeline as well as a timeline for an option for Lebanon Library to purchase a plat of land in Whitestown. This option of purchase expires on July 25, 2020. As a result, the Whitestown Advisory Committee has allowed HMMPL to put forth a full proposal for service to Worth Township. This proposal will occur at a meeting on July 14, 2020 in Whitestown. The

Advisory Committee has agreed to an additional meeting on July 21, 2020 that will include a vote so if Lebanon Library is chosen to provide service, they can meet their deadline.

HMMPL has contracted with Melissa Chrisman to assist with public relations regarding the possible expansion.

The Board of Trustees were informed that there is an Expansion Taskforce of HMMPL staff as well as Melissa Chrisman. This taskforce will be preparing talking points for the board as well as some general comparisons of the two libraries current services. A list of stakeholders will be emailed to the board with the intention that board members will set up meetings with those individuals they know or have a connection.

The Trustee's were asked to plan on attending the two upcoming Whitestown meetings.

## **Committee Reports**

### **Director's Report**

#### Property and Casualty Insurance Renewal

It is time to review our rates for property and casualty insurance. This will be our 3<sup>rd</sup> year with HBG insurance.

#### **QUOTES WILL BE AVAILABLE BEFORE THE MEETING**

*Upon **motion duly made** by Ed Cambra, seconded by Christina Hage, and being unanimously approved, the Library Board of Trustees approve proposed property and casualty insurance renewal quotes from HBG Insurance and Bonds for the year beginning July 1, 2020 through June 30, 2021.*

#### Book Drop and Grant Update

Sarah Moore was able to purchase a new book drop at a discounted rate at the Public Library Association Conference. It was the show model that is already wrapped and has never been used. This was purchased with the intent of placing a materials drop off site toward the western edge of our service district in Whitestown.

On June 12, 2020, with the help of Kimberly Olivares, Sarah Moore submitted a grant request for just over \$400,000 to cover the cost of purchasing, advertising, and installing two sets of remote holds lockers and materials vending devices. We will have a decision in August.

#### COVID-19 Measures

The COVID Task Force has moved to weekly meetings and we have been following updates to the public health emergency as they become available. Our original plan was set to expire and have all operations go back to normal as of July 6, 2020 to coincide with the Governor's Back on Track Indiana plan.

We are now taking a more cautious approach with the cases in Boone County on the rise and no major changes to the circumstances surrounding the spread of the illness.

We would like to continue to work in teams indefinitely and consequently operate with reduced hours until it is safe to go back to normal.

We are still planning to operate at a limited capacity with furniture and other changes made to encourage social distancing. The meeting rooms and study rooms will remain closed due to cleaning concerns and the need for these rooms to store furniture taken out of public use and items that are returned and on a 3-day quarantine. We will move to making masks “strongly encouraged” rather than required of patrons but will continue to require staff to wear masks while working in a public area.

We plan to review these measures monthly until they can be eased with a decision on any changes to be announced after the monthly regular meeting of the Board of Trustees.

*Upon **motion duly made** by Jane Johnson, seconded by Christina Hage, and being unanimously approved, the Library Board of Trustees approve the continuation of reduced hours from July 6, 2020 until it is safe to ease restrictions and begin working at full-capacity in the building.*

### **Other Business**

### **Next Meeting**

The next regular meeting of the Board of Trustees will be Thursday, July 16, 2020.

### **Adjournment**

*Upon **motion duly made** by Ed Cambra, seconded by Molly Hanlon, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:53 p.m.*

---

Jane Johnson, Secretary

### **Attachments for Regular Meeting**

Meeting Minutes: Regular Meeting on May 21, 2020  
Meeting Minutes: Special Meeting on June 4, 2020  
Financial Reports as of June 24, 2020  
Statistics through May 30, 2020

***The following items will be distributed at the meeting or before online:***

Property and Casualty Insurance Quotes

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