



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, January 18, 2018**

**7:00 PM – Special Meeting for 2017 Budget Transfers
Immediately Following – Regular Monthly Meeting of the Library Board
Immediately Following – Board of Finance Meeting
Immediately Following – Executive Session**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held January 18, 2018, and called to order at 7:04 p.m. All members of the Board of Trustees were present. Mary Rueff, Interim Director; and Kimberly Olivares, Board Assistant were also present. Sandy Sifferlen, President, presided.

Secretary’s Report

Minutes of December 17,2017 Regular Meeting and Executive Session on January 11, 2018

Upon motion duly made by Rebecca Hill, seconded by Ed Cambra, and being unanimously approved, the minutes of the regular meeting held on December 17,2017 and the Executive Session held on January 11, 2018 were adopted.

Treasurer’s Report

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

Bond Renewal

Bonds have been renewed for the Treasurer, Bookkeeper, and Board & Administrative Assistant. The surety bonds and a copy of the employee dishonesty policy have been filed with the County. Such bonding is for the faithful performance of duty and for the accurate accounting of all money handled by the treasurer, bookkeeper, and board & administrative assistant for the 2018 fiscal year.

Staff Reports

President’s Report

Committee Appointments

The Board Vice President will present the Board member appointment to the Standing Committees of the Library Board for 2018.

SEE ATTACHED

Board Contact Information

Please advise if corrections or amendments are needed.

SEE ATTACHED

Board Reappointments

Board Assistant, Kimberly Olivares will serve as notary for board reappointment for Ed Cambra.

Annual Recognition Dinner Prior to March Board Meeting

The March 2018 Library Board meeting falls on Thursday, March 15. The Fellowship Hall at Christ Lutheran Church on Ford Rd. has been reserved for the Annual Recognition Dinner at 5:30 PM, with the regular Library Board meeting to follow in the Luther Room at 6:45 PM.

*Upon **motion duly made** by Ed Cambra, seconded by LeeAnn Biggs, and being unanimously adopted, the Board of Trustees approve closing the Library on Thursday evening, March 15, 2018 at 5 PM for the annual recognition dinner at an off-site location.*

Committee Reports

Director's Report

2017 Statistics

Circulation - For the second year in a row, the Library crossed the 500,000 items circulated threshold. However, we fell short 218 items of tying the record circulation set last year. But, we still had more than 510,000 items circulate in 2017! This circulation statistic includes physical and digital items.

Door Count - Our 2017 door count was 3,775 people higher than in 2016.

Library Cards - Due to the automatic culling of expired library card registrations that Evergreen does, our number of cards went down by 145 in 2017.

Program attendance - Our program attendance increased by 1330 attendees and we recorded attendance of more than 30,000 people for the first time!

A temporary committee was created (Monty Korte, LeeAnn Biggs, and Rebecca Hill) to determine the best metrics to be shared with the board as well as the community. This information could form the bases of an annual report as well as intermittent updates on progress of the library.

Winter Reading Program

Updates on participation in the Winter Reading Program will be presented at the meeting. The WRP ends on January 31st.

Final Phase of 1st Floor Circulation Area Work

Carpenters from JL Fox came out earlier this week and checked the area behind the first floor Circulation Desk for evidence of continued issues from the 2015 flooding and subsequent remediation work done. Everything was clean and clear. The wall heater unit will be reinstalled and once new baseboard has been obtained and stained, it will be put in place by JL Fox.

Logo Shirt Order Forms

If Library Board trustees are interested in ordering polo or long-sleeved denim shorts with the Library's new logo on them, an order form has been provided.

OTHER BUSINESS

Monty Korte, Jane Johnson, and Molly Hanlon reported on a meeting with Dax Norton, Whitestown Town Manager. There is interest in from Whitestown in pursuing adding them to the HMMPL service area. Monty will meet with Jake Speer from the State Library to determine next steps. There will also be research on adding an ex-officio member from the Whitestown/Worth Township area to the HMMPL Board of Trustees.

In addition, Mr. Norton was enthusiastic about the bookmobile project and asked for a funding proposal. Molly Hanlon will be following up with Mr. Norton.

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, February 15, 2018 at 7:00 PM in the Hussey Room of the Library.

Adjournment

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

Rebecca Hill, Secretary

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on December 21, 2017; Executive Session on January 11, 2018
Financial Reports as of December 31, 2017
Statistics through December 31, 2017
Standing Committees, January 2018
Library Logo Shirt order form

The following items will be distributed at the meeting:

Financial Reports as of January 18, 2018

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