



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, July 19, 2018**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held July 19, 2018, and called to order at 7:00 p.m. All members of the Board of Trustees were present except Sandy Sifferlen. Mary Rueff, Assistant Director; Kimberly Olivares, Board Assistant; Virginia Hilbert, Marketing Director; and Brandon Weir, IT Specialist; were also present. LeeAnn Biggs, Vice President, presided.

Secretary's Report

Minutes of June 21, 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 June 21, 2018 were adopted.

Treasurer's Report

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

Staff Reports

Summer Reading Update from Mary Rueff.

President's Report

Service Access Discussion

Upon motion duly made by Jane Johnson, seconded by Rebecca Hill, and being unanimously approved, the Board of Trustees agrees to continue to pursue opportunities for expanding library service access.

Monty asked that Jane share the recent results of a study conducted for the school system with projections on numbers of new students.

Committee Reports

Marketing Committee

The committee was unable to convene prior to the July Board meeting. The committee will schedule a meeting and give updates at the August 2018 meeting.

Budget & Finance Committee

Monty Korte offered an update on the 2017 audit. The audit is complete and clean. There is a management letter from the state outlining one finding. This is with regard to the Evergreen and PLAC fines/dues activity not being recorded until the subsequent year. The amounts were not material. The state also mentioned a lapse in the internal controls with regard to having the Director check the monthly reconciliations. During the tail end of 2017, while without a Director, this process was not conducted. There is a response to this included in the public record to document the resolution of this issue.

Upon **motion duly made** by Monty Korte, seconded by Ed Cambra, and being unanimously approved, the Board of Trustees adopts the proposed response to the SBOA Management Letter to be signed by Sarah Moore.

Monty also updated the Board on the draft budget for 2019. This document was shared with the entire Board. Detailed discussions will ensue via email. Monty asked that the Personnel Committee meet to address any issues in the budget relating to salary/benefits prior to the next meeting. Any input from the Personnel Committee will influence final decisions on the 2019 budget.

Director's Report

ALA Annual Report

Sarah shared her experiences of attending the 2018 American Library Association Annual Conference in June. It was a very valuable experience, both for the learning opportunities and the opportunity to meet with vendors.

SEE ATTACHMENTS

Facilities Surplus

A list of items to declare surplus is attached. These items are no longer used in the library and have little to no value. Sarah would like to transfer these to the Friends of the Library for immediate sale or disposal.

SEE ATTACHMENTS

Upon **motion duly made** by Monty Korte, seconded by Jane Johnson, and being unanimously approved, the Board of Trustees approved the attached list of items be declared surplus and transferred to the Friends of the Library.

Whitestown TIF Letter

The Whitestown Redevelopment Commission has sent a letter to the library stating that they will need to capture all of the incremental assessed value from the TIF allocation areas for budget year 2019.

SEE ATTACHMENTS

Community Foundation of Boone County Assessment Results

The CFBC has given us our assessment results. It was taken by six participants from both the Library Board and leadership and the Foundation Board and leadership. The sample size and mix of backgrounds led to fairly mixed results from the assessment.

Two training opportunities are available:

August 23: Real Colors Testing with Executive Directors and Staff

October 4 & 11: Board Series with Aly Sterling Philanthropy

SEE ATTACHMENTS

Director Goals

The Executive Director's 2018 goals are finalized and attached with an additional timeline and tracking form.

SEE ATTACHMENTS

FY 2019 Budget

We have received notice of our DLGF meeting date: August 8, 12:00 PM. Phyllis Robinson and Sarah Moore will attend the meeting with all of our financials and draft 2019 budget. The average growth quotient provided by the state has been set at 3.4% and the circuit breaker number is set to be released by the end of July. Sarah will have provided the Finance Committee with my first proposed draft of the budget by the time of the Board meeting.

OTHER BUSINESS

There needs to be an Executive Session called prior to the next meeting in August.

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, August 16, 2018 at 7:00 PM in the Hussey Room of the Library.

Adjourn

*Upon a **motion duly made** by Rebecca Hill, seconded by Monty Korte, and unanimously adopted, the Board of Trustees meeting ended at 7:45 PM.*

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on June 21, 2018
Financial Reports as of June 30, 2018
Statistics through June 30, 2018
ALA Annual Report
Facilities Surplus List
Whitestown TIF Letter
CBCF Assessment
Director Goals

The following items will be distributed at the meeting:

Financial Reports as of July 19, 2018
Proposed response to the SBOA Management Letter
Surplus Furniture Asset Tags
Draft 2019 Budget

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