



## **LIBRARY BOARD MEETING MINUTES**

### **BOARD OF TRUSTEES HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY MINUTES REGULAR MEETING March 16, 2017**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held March 16, 2017, and called to order at 6:45 p.m. All members of the Board of Trustees were present. Kelly Fann, Director and Mary Rueff, Assistant Director were also present. Sandy Sifferlen, President, presided.

#### **Secretary's Report**

Minutes of February 16<sup>th</sup>, 2017 Regular Meeting and Special Meeting

*Upon motion duly made by Rebecca Hill, seconded by Ed Cambra, and being unanimously approved, the minutes of the regular meeting held February 16, 2017 were adopted.*

#### **Treasurer's Report**

March Claims

*Upon motion duly made by Monty Korte, seconded by Becky Hill and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for March 2017, 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 Mary Rueff for putting together a great staff appreciation dinner.

Sandy stated the Executive Director's review will happen in executive session after the April meeting and requested the Executive Director have goals for 2017 and 2018 ready to present at the May meeting.

Sandy presented LeeAnn Biggs with a book thanking her for her dedication and service to the Library and the Library Board of Trustees during her eight years as Library Board President.

#### **Committee Reports**

Maintenance Committee

Ed Cambra shared updates from the Maintenance Committee as they relate to the Skillman Corporation's facility study. He reviewed the summary of Victor Landfair's facility study report and stated there were no real surprises and believes the timelines presented will help prioritize the Library's next needs. The Library's nitrogen system will be the first item to resolve followed by safety and security within the building.

## Director's Report

### Eagle Creek Nursery Lawn Care Services

Eagle Creek Nursery has submitted their services renewal package for the library's landscaping services. Estimated service cost is \$6,600. This package includes spring and fall cleanup for items such as pruning, trimming, removal of dead / planting of new plants and trees, as well as pest control on the plantings.

*Upon a **motion duly made** by Monty Korte, seconded by LeeAnn Biggs, and unanimously adopted the Board of Trustees approve the renewal of services for landscaping and lawn care as presented by Eagle Creek Nursery.*

SEE ATTACHMENTS.

### Nitrogen System

The nitrogen system that prevents corrosion from occurring in the fire suppression system no longer functions properly. It has been determined that the system needs to be replaced. A quote provided for replacement of this equipment has been provided by SimplexGrinnell.

*Upon a **motion duly made** by LeeAnn Biggs, seconded by Ed Cambra, and unanimously adopted the Board of Trustees approve the repair and replacement of the library's nitrogen system as part of the overall fire suppression system as presented in the quote from SimplexGrinnell through the Library Improvement Reserve Fund as well as authorize the Director to close the library as needed for implementation.*

SEE ATTACHMENTS.

### Certificate in Fundraising Management

The Community Foundation of Boone County offered scholarships to attend a four course certification in fundraising management through the IUPUI Fundraising School-Lilly School of Philanthropy. My application for the scholarship was accepted. These courses will take place over six month and include the following topics:

Principles & Techniques of Fundraising  
Developing Major Gifts

Developing Annual Sustainability  
Managing the Capital Campaign

These courses should provide me additional skills to help not only the library, but the Library Foundation and Friends of the Library in developing effective fundraising techniques, identifying and securing major donors, as well learning about spearheading capital campaigns should we need this in the future.

### Boone County Unserved Townships Card update: Perry Township

The Town of Zionsville has signed a contract with the Hussey-Mayfield Memorial Public Library to provide reduced rate cards to Perry Township residents as part of the Boone County Library Card program. Residents will have to pay the fee. All Perry Township residents are included in this service.

### Staff Training

As we prepare for our next staff training day, it has come to light that all staff need to be recertified in CPR and Advance First Aid. Additionally, all staff need training on how to use the defibrillator located on the second floor. These two items take up a considerable amount of time, which would not allow for additional training options as part of the day. The library would like to close for an entire day for staff training, preferably on a federal holiday in which the library is typically open, such as Columbus Day or Veterans Day.

## LONG RANGE UPDATES

### Strategic Plan

Virginia Hilbert, Marketing Director, has been working with Annette Knox, Graphic Artist, to develop potential new logos and branding for the library. They anticipate having options available to present to the board at the April meeting. In conjunction with this, Virginia has identified several potential website design firms to submit design proposals for our new website. We hope to have a new website launched this fall, if all goes as planned.

### Facility Study Update

Victor Landfair of the Skillman Corporation met with the Maintenance Committee on March 10 to present his preliminary findings and recommendations.

### Video Surveillance System

Potential vendors have been identified and inquiries made to these companies to do a walk-through of the library to evaluate our surveillance needs and submit a proposal for a system upgrade. Sonitrol, who currently handles our building security, will be out toward the end of March to conduct their assessment. Lakeland Electronics, who installed our original system, will be out the first week in April. I am waiting for date confirmations from three other companies as well.

## Other Business

Kelly Fann asked that the Personnel Committee and Policy Committees set a time meet between the April and May meetings to review insurance quotes and the employee handbook.

Kelly stated she received an email from a concerned citizen regarding people leaving the Library from the 6th Street entrance and driving down the one-way street the wrong direction. This email was also sent to the Chief of Police and Deputy Mayor. Police patrols have begun in an attempt to stop people from driving down the street the wrong direction.

Ed Cambra reviewed the Legislative Breakfast held at the Library as well as his discussion with Senator Mike Delph along with Kelly Fann.

Ed Cambra reviewed his examination of the Department of Revenue's stance on sales tax requirements for the Friends of the Library organization. He is evaluating codes and statutes to determine if the Friends of the Library might be exempt from having to collect sales tax for sales beyond 30 days.

## NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, April 20, 2017 at 7:00 PM in the Hussey Room of the Library.

## Adjournment

*Upon motion duly made by LeeAnn Biggs, seconded by Jane Johnson, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:49 p.m.*

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Rebecca Hill, Secretary

**Attachments for Regular Meeting**

Meeting Minutes: Regular Meeting on February 16, 2017  
Financial Reports as of February 28, 2017  
Financial Reports as of February 28, 2017  
Statistics through February 28, 2017  
Eagle Creek Nursery Lawn Care Services Renewal  
Nitrogen System Proposal

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

Financial Reports as of March 16, 2017

March 2017 Library Board: LeeAnn Biggs, Sandy Sifferlen, Monty Korte, Becky Hill, Ed Cambra, and Jane Johnson