

**BOARD OF TRUSTEES  
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
April 20, 2017**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held April 20, 2017, and called to order at 7:01 p.m. All members of the Board of Trustees were present. Kelly Fann, Director; Mary Rueff, Assistant Director and Kimberly Olivares, Board Assistant were also present. Sandy Sifferlen, President, presided.

**Secretary's Report**

Minutes of March 16<sup>th</sup>, 2017 Regular Meeting

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

**Treasurer's Report**

April 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 April 2017, as reviewed, approved, and audited by the Assistant Library Director, and approved for payment by the Treasurer.*

**Staff Reports**

Marketing Department, Virginia Hilbert and Annette Knox, presented their research for the new branding for the Library as well as offered three options formulated on that research. The Board was invited to share their opinions on the three options and agreed that final decisions and alterations to the designs would be left to the Marketing Department and Kelly Fann.

Mary Rueff shared updates on the planning for the April 26<sup>th</sup> Volunteer Dinner. Despite moving the event from a luncheon to a dinner, the attendance numbers are consistent with previous years. Mary asked that the Board please attend the dinner if at all possible.

Mary Rueff also shared a document for the schedule of policy/procedure updates.

**President's Report**

Sandy Sifferlen reported on the current situation with filling the vacant Trustee on the Board. Kelly Fann has provided all documentation from the State Library to the City Council and the Zionsville Mayor. There seems to be agreement with the potential Trustee selection but uncertainty about which party actually appoints the Trustee. The potential candidate will be invited to participate in the May Board meeting.

**Committee Reports**

## **Director's Report**

### **NE Corner Drainage and Landscaping**

The Library Board of Trustees held a special board meeting on April 14, 2017 at 10:00am to review the landscaping bids presented by BrightView Landscape Services and Clemens Contracting. The Library Board approved the landscaping proposal option B from BrightView Landscape Services, which is included in this board packet for review.

**SEE ATTACHMENTS.**

### **Library Facilities**

Maintenance Position: In 2009, it was determined that having a full-time custodian and a halftime maintenance person on staff was not enough personnel to handle cleaning and maintenance of the entire building and grounds. To offset the maintenance needs, Eagle Creek Nursery was hired to handle all landscaping duties of the library. Eagle Creek Nursery landscaping duties have since been scaled down significantly to more project/cleanup work at various intervals throughout the year and our maintenance position has absorbed the weekly duties of mowing and cleanup. These additional duties make it difficult for our half-time maintenance employee to take on any more responsibilities and as the library begins ramping up building projects related to landscaping, structural repairs, and upgrades identified during the facility study, the need for a maintenance project manager role has become apparent. A draft job description is included in this board packet for review.

Janitorial Services: Also in 2009, a proposal was presented to the Library Board to either hire an additional full time custodial position or to hire a cleaning contractor to ensure adequate, reliable cleaning of the entire building. The decision was made to hire a cleaning contractor to supplement the libraries cleaning needs. A cleaning contractor was used until January 2016 when the library chose to save money and see if one person could handle the entire building. After fifteen months, evaluation of the process has determined the building is just too large for one person to handle and a cleaning contractor additional janitorial staff person must be sought.

**SEE ATTACHMENTS.**

The Board has asked the Kelly Fann draft a ½ FTE Maintenance Job Description as well as a plan to contract after-hours cleaning services and submit these to the Personnel Committee.

### **First Person: Performance Process Proposal**

At present, the library does not have a formal performance review process for staff reviews. In conversations with our insurance broker, First Person, it was determined a section of their company helps develop performance plans for businesses. I met with their representative, Deb Hunter, in March to discuss our current status and how I would like to see it overhauled to become a more engaging, goal-oriented review process. In turn, Deb submitted a proposal for services, which is included in this packet.

**SEE ATTACHMENTS.**

### **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 and schools are typically open: Columbus Day, Monday, October 9, 2017. Other topics for staff training would include team building activities and public service training. A Foundation grant has been submitted by Mary Rueff, Assistant Director, to cover the cost of staff in-service.

*Upon **motion duly made** by Rebecca Hill, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees authorize the Director to close the library for an all-day staff in-service on Monday, October 9, 2017.*

## **LONG RANGE UPDATES**

### **Strategic Plan**

As part of the strategic plan, the video surveillance system upgrade process has begun with request for proposals and a Foundation grant application to cover upgrade costs.

Virginia Hilbert, Marketing Director, and Annette Knox, Graphic Artist, will present new logos and branding for the library at the April board meeting.

Landscaping to resolve drainage issues in the northeast corner of the building will be completed this April. Once finished, and if we determine we are happy with the landscape architect's finished product, we would like to explore additional landscaping needs across the property, such as the removal of all the pea-gravel and finding a way to use or better conceal the dry retention pond area on the west side of the building.

Conversations have begun with SullivanMunce to finish the cataloging project begun several years ago. Sarah Childs, Technical Services Department Head, has met and had continued conversations with volunteers and staff at the cultural center to determine how many items remain uncataloged. Additionally, Sarah has identified a potential cataloger to work as an intern over the summer to finish the project.

### **Video Surveillance System**

Sonitrol is the first video surveillance company to provide a quote for replacing all cameras with high definition, 1080 pixel analog cameras. They will be able to use the existing coax cable throughout the building, which will help save upgrade costs. The proposed cost is \$20,151.68 for 26 indoor dome cameras, 6 outdoor bullet cameras, a DVR with a 4 terabyte hard drive and monitor. A copy of the proposal is included in this board packet. A Foundation grant request has been made based on this dollar figure with the assumption that additional bids will come in that may prove to be lower in cost.

**SEE ATTACHMENTS.**

### **Other Business**

Personnel Committee Meeting – set date to meet

Policy Committee Meeting – set date to meet

## **NEXT MEETING**

The next regular meeting of the Board of Trustees will be Thursday, May 18, 2017 at 7:00 PM in the Hussey Room of the Library.

### **Adjournment**

*Upon **motion duly made** by Jane Johnson, seconded by Rebecca Hill, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:15 p.m.*

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Rebecca Hill, Secretary

**Attachments for Regular Meeting**

Meeting Minutes: Regular Meeting on March 16, 2017  
Financial Reports as of March 31, 2017  
Financial Reports as of March 31, 2017  
Statistics through March 31, 2017  
Approved Landscaping Bid from BrightView  
Draft Maintenance Position Description  
First Person Performance Process Proposal  
Sonitrol Video Surveillance System Proposal

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

Financial Reports as of April 20, 2017  
Policy Review Schedule

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