

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
June 15, 2017**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held June 15, 2017, and called to order at 7:02 p.m. Board of Trustees present included Sandy Sifferlen, Molly Hanlon, Jane Johnson, Ed Cambra, and LeeAnn Biggs. Kelly Fann, Director; Mary Rueff, Assistant Director, and Jane Ferger, Teen and Adult Services Department Head were also present. Sandy Sifferlen, President, presided.

Secretary's Report

Minutes of May 18, 2017 Regular Meeting

Upon motion duly made by Jane Johnson, seconded by Ed Cambra, and being unanimously approved, the minutes of the regular meeting held May 18, 2017 were adopted.

Treasurer's Report

June Claims

Upon motion duly made by Ed Cambra, seconded by Jane Johnson and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for June 2017, as reviewed, approved, and audited by the Assistant Library Director, and approved for payment by the Treasurer.

Upon motion duly made by Ed Cambra, seconded by LeeAnn Biggs and being unanimously adopted, the Board of Trustees authorize and direct the semiannual payment of the lease on June 30, 2017 in the amount of \$267,000. Further, if the June draw of the property and excise tax does not arrive from the County Auditor prior to June 30, authorize the borrowing of up to \$24,000 from the Undesignated Fund in order to make the Lease Rental payment by June 30, 2017.

Staff Reports

Jane Ferger, Teen and Adult Department Head discussed the Adult Summer Reading program and how the inclusion of a \$1.00 donation to either the Teen Services Club or Humane Society of Boone County have driven up participation by adult patrons. She then distributed summer reading sign up forms for all board members.

Mary Rueff, Assistant Director thanked board members for their volunteer hours to the library and distributed certificates to those not present during the May meeting.

Mary Rueff discussed Summer Reading 2017, which has been underway approximately one week. Currently, there are 2,930 readers registered across all ages with 986 active youth readers. She reviewed the use of Beanstack as the Summer Reading software as our version of Evanced's product is no longer supported.

President's Report

Sandy Sifferlen welcomed newly appointed Trustee, Molly Hanlon.

Committee Reports

None

Director's Report

NE Corner Drainage and Landscaping

BrightView Landscape has completed their landscaping project with the addition of the long awaited grasses in the Northeast corner. Drainage continues to work well. We are now researching past claims and work done on the interior of the first floor circulation area.

DLGF Budget Calendar for the FY 2018 Budget

June 12 DLGF Gateway Workshop

June 30 Deadline for State Budget Agency to provide Average Growth Quotient (AVGQ)

July HMMPL Budget Committee of the Board meets to discuss the proposed budget.

July 14 Department provides estimated max levy and cumulative fund rate estimates.

July 31 Department provides circuit breaker numbers.

July 20 Regular Library Board Meeting. Present the proposed budget.

July 17-28 Budget workshop with DLGF Field Representative.

Aug. 17 Regular Library Board Meeting. The Board approves the budget notice.

Sept. 1 The last date to submit proposed 2018 budgets, rates and levies to the County Council for binding review, if applicable.

Sept. 1 Submit notice to taxpayers of proposed 2018 budgets and tax levies and notice to taxpayers of public hearing (Budget Form 3) to the Department through Gateway. (At least ten days before the public hearing – last possible date is Sept. 11, 2017.)

Sept. 21 Regular Library Board Meeting. Board conducts Public Hearing on the 2018 Budget as advertised. The last date for the public hearing is October 22, 2017.

Oct. 19 Board adopts budget at regular Board meeting. The last date for adoption is November 1, 2016.

Nov. 3 Last day for units to submit their 2018 budgets, tax rates, and tax levies to the DLGF through Gateway as prescribed by the Department.

*Upon **motion duly made** by Jane Johnson, seconded by Ed Cambra and unanimously approved, the Board of Trustees approve the tentative dates for the 2018 Budget Processing Calendar, beginning June 12, 2017 and ending November 3, 2017 to complete the 2018 budget approval, review, and submission process.*

The Budget Committee will meet prior to the July Board meeting.

Library Director Goals

Included in this board packet is a listing of the Executive Directors goals for 2017/2018 as part of the annual review process.

SEE ATTACHMENTS.

LONG RANGE UPDATES

Strategic Plan

Marketing Director, Virginia Hilbert is currently surveying staff members on their use of the library's website. This survey asks them how they use the site, things they would like to see improved, changed, or refined, as well as has staff members look at other library websites to evaluate their functionality and potentially incorporate ideas into ours.

Technical Services Department Head, Sarah Childs and Kelly Fann are meeting with a potential intern to work on cataloging the balance of the SullivanMunce Cultural Center's collection this week. If this individual is interested, we will meet with SullivanMunce to determine schedule, timeline, and compensation.

Some staff members will be attending the annual American Library Association conference next week. During this conference, we will have the opportunity to speak with and engage a wide variety of vendors for different strategic plan goals, such as drop boxes, charging stations, credit card payment options, self-check stations, signage, exam proctoring, other technology vendors to help streamline our online presence, and more.

Video Surveillance System

William Vens of the Foundation Board gave contact information for his recommended surveillance system installers: Indy Revolution. I have requested a bid from their company and awaiting their response.

OTHER BUSINESS

Board Contact Information

Please review contact information and make corrections as necessary.

SEE ATTACHMENTS.

Budget Process & Department of Local Government Finance Sales Taxes & Friends of the Library

These two topics were discussed. As more information comes available, the topics will be revisited.

NEXT MEETING

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

Adjourn

Upon a ***motion duly made*** by LeeAnn Biggs, seconded by Ed Cambra and being unanimously adopted, it is resolved that there being no further business, the meeting be adjourned at 8:02 p.m.

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on May 18, 2017

Financial Reports as of May 31, 2017

Financial Reports as of May 31, 2017

Statistics through May 31, 2017

Library Director Goals

Board of Trustees Contact Information

The following items will be distributed at the meeting:

June 2017 Library Board: LeeAnn Biggs, Sandy Sifferlen, Monty Korte, Rebecca Hill, Ed Cambra, Molly Hanlon, and Jane Johnson