

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
August 17, 2017**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held August 17, 2017, and called to order at 7:00 p.m. Board of Trustees present included Sandy Sifferlen, Molly Hanlon, Ed Cambra, Monty Korte, and LeeAnn Biggs. Mary Rueff, Assistant Director, Virginia Hilbert, Marketing Director; and Kimberly Olivares, Board Assistant were also present. Sandy Sifferlen, President, presided.

Secretary's Report

Minutes of July 20, 2017 Regular Meeting

Upon motion duly made by LeeAnn Biggs, seconded by Ed Cambra, and being unanimously approved, the minutes of the regular meeting held July 20, 2017 were adopted.

Treasurer's Report

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

Staff Reports

Mary Rueff discussed Summer Reading 2017. There are 2046 children participating in Youth Services. Teen SRP participation was down with 334 participants reading 19,263 hours. Adult SRP has 900+ readers with 542 having completed at least one book

President's Report

Committee Reports

Policy Committee

Upon motion duly made by Molly Hanlon, seconded by LeeAnn Biggs, and being unanimously adopted, the Board of Trustees resolve to adopt the Internet Use, Credit Card Use, E-Privacy, Social Media Policies, and the 2018 Proposed Holiday closings, with revisions as noted.

Information Technology Committee

The Committee met with Virginia Hilbert to determine the best course of action on the new library website.

Director's Report

FY 2018 Budget

Phyllis Robinson and Kelly Fann met with our DLGF field representative on August 11 with all of the financials and draft 2018 budget. Circuit breaker numbers came in at \$248,574; however, after discussing this number with our field representative, we have chosen to stick with the same number used in 2017 budgeting at \$120,000.

*Upon **motion duly made** by Monty Korte, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees authorize the Library Director to advertise the FY 2018 budget notice as reviewed by the Finance Committee.*

SEE ATTACHMENTS

The Board did ask that the Director continue to rebuild the pool of funds in LIRF and Rainy Day accounts.

Open Facilities Manager Position

A third individual expressed interest in the position and the decision was made to postpone interviews until that person's application was submitted. As the individual has now determined to withdraw his interest, interviews will resume with the two applicants.

The Board would like an update on the status of the building study that was conducted.

eRate Resolution 2018/2019

In order to file for eRate for next year, the following forms must be approved by the Library Board and filed with the State Library:

- Form 479 to certify that the Library is in compliance with the Children's Internet Protection Act (CIPA)
- Letter of Agency to give authority to AdTec to file eRate forms on behalf of HMMPL for 2018-2019.
- New Board Resolution to continue in the consortium (see attached).

*Upon **motion duly made** by Monty Korte, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees resolve to direct the Library Director to sign Form 479 and authorization form for filing eRate on behalf of HMMPL.*

*Upon **motion duly made** by Ed Cambra, seconded by Monty Korte, and being unanimously adopted, the Board of Trustees approve the Resolution for Indiana State Library Consortium for Public Library Internet Access.*

SEE ATTACHMENTS

Website Redesign

The technology committee met with Virginia Hilbert to discuss the three proposed bids for the library's new website.

*Upon **motion duly made** by LeeAnn Biggs, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees approve the contract with Iconic Digital up to the amount of \$24,184.00 for the purpose of library website redesign.*

The Board of Trustees did request that Virginia Hilbert inquire about the cost of out of scope work both with the vendor and the other libraries that have utilized their services.

South Chiller Unit Repairs

B&J Mechanical performed a routine maintenance check on our HVAC equipment and found one chiller unit on the south side in need of repairs. The quote for this work is included in this packet providing detail on the work to be performed.

*Upon **motion duly made** by Monty Korte, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees approve the B&J Mechanical quote for south chiller repair costs in the amount of \$10,983.00; pending the evaluation of the necessity and timing of the repairs by the Executive Director and in consultation with the Board President.*

LONG RANGE UPDATES

Strategic Plan

Technical Services Department Head, Sarah Childs, Mary Rueff and Kelly Fann met with an intern to work on cataloging the balance of the SullivanMunce Cultural Center's collection. She has accepted the role and will receive college practicum credit for the work. Next steps in this project include meeting with SullivanMunce to determine schedule and timeline.

Video Surveillance System

The contract with Indy Revolution has been signed and work is expected to begin the last week of August. The project is anticipated to take approximately two weeks to complete with minimal disruption to library operations.

OTHER BUSINESS

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, September 21, 2017 at 7:00 PM in the Hussey Room of the Library.

Adjourn

*Upon a **motion duly made** by LeeAnn Biggs, seconded by Molly Hanlon, and being unanimously adopted, it is resolved that there being no further business, the meeting be adjourned at 8:21 p.m.*

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on July 20, 2017
Financial Reports as of July 31, 2017
Statistics through July 31, 2017
Library Board Committee Assignments
SimplexGrinnell Sprinkler Line Replacement Quote
Internet Use Policy
Credit Card Use Policy
E-Privacy Policy
Social Media Policy

2018 Proposed Holiday Closings

The following items will be distributed at the meeting:

Financial Reports as of August 17, 2017

Draft 2018 Budget

Website Design Proposals

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