

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
September 21, 2017**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held September 21, 2017, and called to order at 7:01 p.m. Board of Trustees present included Sandy Sifferlen, Molly Hanlon, Ed Cambra, Monty Korte, Jane Johnson, Rebecca Hill, and LeeAnn Biggs. Kelly Fann, Executive Director; Mary Rueff, Assistant Director; and Kimberly Olivares, Board Assistant were also present. Sandy Sifferlen, President, presided.

Secretary's Report

Minutes of August 17, 2017 Regular Meeting and the September 11, 2017 Special Meeting

Upon motion duly made by Rebecca Hill, seconded by Ed Cambra, and being unanimously approved, the minutes of the regular meeting held August 17, 2017 and the special meeting held September 11, 2017 were adopted.

Treasurer's Report

September 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 September 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 offered a Thank You from the Board to Kelly Fann for her service as Director of the Library.

Committee Reports

Information Technology Committee

The Committee shared that the new website is slated to be completed on December 2nd. Staff will be trained on the new site in mid-November. The Committee would like to give a small group of patron's an opportunity to respond and possibly catch any last minute issues before the go-live date.

The new surveillance system will be installed beginning on October 2, 2017 and should take approximately two weeks to complete. This project will be overseen by Laura Gangstad.

The Committee was also provided with a series of quotes and narrative for replacing the switches. They will review and make recommendations at the October Board Meeting.

Director's Report

Staffing Update

Mina Mansoori and Melanie Negrin were hired as new part time circulation assistants. Melanie started her position on 8/28/2017 and Mina will start 9/25/2017. They replace circulation assistants Jo Denne and Marilyn Loenen who vacated their positions.

*Upon **motion duly made** by Rebecca Hill, seconded by Molly Hanlon, and unanimously adopted, the Board of Trustees approves the hiring of Melanie Negrin and Mina Mansoori as the circulation assistants effective 8/28/2017 and 9/25/2017 respectively.*

Interviews are scheduled for this week for the open facilities manager position with an anticipated offer of employment by the end of the week.

Library Audit for FYs 2012 – 2017

The State Board of Accounts (SBOA) completed an audit examination for fiscal years 2012, 2013, 2014, 2015, and 2016. The audit report will be available after 45 days from the exit conference, which took place on September 19, 2017. The SBOA auditors informed the library that no issues were identified and the audit went very well.

Fire Suppression System

Pipe replacement on the second floor is complete with additional patching completed on the first floor. Fire suppression pipes on the third floor will be examined next to determine if replacements are necessary.

LONG RANGE UPDATES

Strategic Plan

Meetings with the web design firm have begun in earnest and the library is on track to have the new website and branding roll out on December 2, 2017.

Video Surveillance System

All equipment has been ordered for the video surveillance system. Upon delivery, Neil Slabaugh will work with appointed staff to complete installation. Anticipated installation completion will be no later than the end of October.

Other Business

Mary Rueff shared an updated position description of the Executive Director. This draft will be shared with the Personnel Committee and addressed at the next Board meeting. In the meantime, it will be shared as a draft with John Keister for search purposes.

Next Meeting

The next regular meeting of the Board of Trustees will be Monday, October 23, 2017 at 7:00 PM in the Hussey Room of the Library.

Adjourn

Upon a ***motion duly made*** by LeeAnn Biggs, seconded by Monty Korte and being unanimously adopted, it is resolved that there being no further business, the meeting be adjourned at 7:39 p.m.

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on August 17, 2017 and Special Meeting September 11, 2017
Financial Reports as of August 31, 2017
Statistics through August 31, 2017
2018 Draft Budget

The following items will be distributed at the meeting:

Financial Reports as of September 21, 2017

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