



LIBRARY BOARD MEETING MINUTES

BOARD OF TRUSTEES HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY MINUTES REGULAR MEETING October 23, 2017

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held October 23, 2017, and called to order at 7:04 p.m. Board of Trustees present included Sandy Sifferlen, Molly Hanlon, Ed Cambra, Monty Korte, Rebecca Hill, and LeeAnn Biggs. Mary Rueff, Interim Director; and Kimberly Olivares, Board Assistant were also present. Sandy Sifferlen, President, presided.

Recognition of the Friends of the Hussey-Mayfield Memorial Public Library

The Friends of our Library have raised and donated more than \$280,000 to the Library since they organized in 1978 and an additional \$18,509 in the past 12 months. They will celebrate their 40th anniversary in 2018.

In the past year, the Friends provided funding for all of the Adult programs except the Summer Reading Program. These included, among others, Ancestry.com, computer classes, musical and craft programs, Trivia Nights at Greek's Pizzeria, and gardening classes, as well as Lucky Day books and BookPage. In addition, programs for children and teens were provided by the Friends, including, among others, Harry Potter World Night, Anime programs, Teen SRP book prizes and Teen Volunteer Corps perfect attendance party at Laser Tag, Tumblebooks online e-books for children, Parent-Child Book Club, Tween Council t-shirts, new Teen Community Service Club, SRP Ice Cream Social, new Ellison Die Machine, book carts and rain ponchos!

Secretary's Report

Minutes of September 21, 2017 Regular Meeting and Public Budget Hearing

Upon motion duly made by Rebecca Hill, seconded by Ed Cambra, and being unanimously approved, the minutes of the regular meeting held September 21, 2017 and the public budget hearing held September 21, 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 October 2017, as reviewed, approved, and audited by the Assistant Library Director, and approved for payment by the Treasurer.

2018 Budget

Upon motion duly made by Monty Korte, seconded by Ed Cambra, and being unanimously approved, it is resolved that the 2018 Budget Resolution for Appropriations and Tax Rate be approved and adopted. The proposed 2018 budget totals are \$2,347,375 for the

Operating Fund; \$50,000 for the Library Improvement Reserve Fund; \$529,000 for the Lease Rental Payment Fund; and \$180,000 for the Rainy Day Fund.

Staff Reports

Mary Rueff provided update on website and rebranding projects. Both will be launched publicly on December 2, 2017 in conjunction with the Friends Secret Snowflake Shop.

The Board asked that the schedule of events be sent to them for December 2, 2017. Rebecca Hill was also asked to draft a charter for a proposed Marketing Committee for the next Board meeting.

President's Report

Sandy Sifferlen suggested changing the November meeting to coincide with ILF and the opportunity to meet in person with John Keister to review candidates for the Executive Director position. The Board will review candidates on November 13, 2017 at 6pm during an Executive Session. The monthly Board meeting will follow at 7pm.

It is anticipated that interviews will occur on November 27, 2017.

Committee Reports

Information Technology Committee

*Upon **motion duly made** by Rebecca Hill, seconded by Ed Cambra, and being unanimously adopted, the Board approves the purchase, programming and installation of new switches provided by SIM2K at a cost of \$12,700.*

Personnel Committee

*Upon **motion duly made** by LeeAnn Biggs, seconded by Rebecca Hill, and unanimously adopted, the Board resolves to adopt the revised job description for Executive Director.*

Director's Report

Conflict of Interest Update

The State Library of Indiana recommends Library Board of Trustee members sign a conflict of interest disclosure statement at least annually to comply with Indiana Code 35-44.1-1-4. Once completed by each board member, the forms are then uploaded to Gateway to ensure compliance.

Staff Professional Development Day Update

The Library Board agreed to close the Library on Monday, October 9, 2017 so that staff could participate in a full day of professional development. The morning session, "Defining Excellent Customer Service: an Interactive Workshop," was presented by Michelle Bradley and Pam Seabolt of MCLS. This workshop was very well received by our staff. The afternoon was taken up by a re-branding presentation by Virginia Hilbert and Annette Knox, an overview of the new website by 2 members of the design team from Iconic Digital, an AED refresher by Steve Gilliam of ZFD and a presentation by Aaron Gore of the United Way of Boone County. Sandy Sifferlen was able to stop by at the end of the day to speak with staff about the executive director search,

compliment the staff's excellent work, and ask for questions. Many thanks to the Library Foundation for paying for the morning presentation and for the food for the training day.

Website Re-design

The Interim Director provided an update on the website re-design at the meeting.

Hot Water Heater

A new hot water heater was installed by Paul Henderson Plumbing due to the original one, then 11 years old, starting to leak on October 4th.

Facilities Manager Interviews

The candidates for this new position were interviewed during the previous week and the Interim Director is working on making a decision.

Other Business

Next Meeting

The next regular meeting of the Board of Trustees will be Monday, November 13, 2017 at 7:00 PM in the Hussey Room of the Library. Executive Session will begin at 6:00 PM.

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 8:00 PM.*

Attachments for Regular Meeting

Meeting Minutes: Public Hearing on September 21, 2017, Regular Meeting on September 21, 2017

Financial Reports as of September 30, 2017

Statistics through September 30, 2017

2018 Budget

Revised Executive Director job description

Uniform Conflict of Interest Disclosure Statement

The following items will be distributed at the meeting:

Financial Reports as of October 23, 2017

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