



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, April 19, 2018**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held April 19, 2018, and called to order at 7:02 p.m. All members of the Board of Trustees were present except Jane Johnson. Mary Rueff, Assistant Director; Kimberly Olivares, Board Assistant; Kermit Paddack, Circulation Department Head; and Brandon Weir, IT Specialist were also present. Sandy Sifferlen, President, presided.

Secretary's Report

Minutes of March 15, 2018 Regular Meeting

Upon motion duly made by Rebecca Hill, seconded by Molly Hanlon, and being unanimously approved, the minutes of the regular meeting held March 15, 2018 were adopted.

Treasurer's Report

March Claims

Upon motion duly made by Monty Korte, seconded by LeeAnn Biggs, and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for April 2018, as reviewed, approved, and audited by the Assistant Library Director, and approved for payment by the Treasurer.

Staff Reports

Mary Rueff shared that the Volunteer Appreciation Dinner on April 18, 2018 was a success despite catering problems. She thanked Laura Gangstad and Jamie Schlenk of the Youth Department for helping to quickly correct the lack of entrée so that meals could be served. Excellent team work!

Mary Rueff shared that since Sarah Moore has come on board the bi-weekly Managers Meetings have changed. There are now agenda items that are sent as well as department updates prior to each meeting. The meetings are focused on how actions are meeting the strategic plan. Minutes from the meetings are being shared with all staff as well. Sarah has recently tasked Department Heads to delineate how their department is responding to the year 1 and 2 items from the Strategic Plan. This data will be collected and shared more broadly.

President's Report

Rick Deuschle, who worked at the Library from 2003 – 2011 as our Associate Director of IT and Facilities, passed away on March 19, 2018. He was very helpful in the planning of the Library's expansion from 2004 – 2006 and was known by many of our current staff.

Charles Harvey (Buck) Bradley, who served as a Library Trustee from October 1991 through December 1996, passed away on March 25, 2018. Buck's legal knowledge helped with the formation of many of the Library's newly created policies when we moved into our new facility on 5th St.

Joan Shoemaker, who served as a Library Trustee from 1995 – 1998, passed away on April 14, 2018. Joan was active in many Zionsville groups and her experience as a teacher and 4-H leader helped make her a great addition to the Library Board as we grew and increased services to youth in our new 5th St. facility.

Sandy also acknowledged the recent passing of Sarah Moore's father-in-law. Mary Rueff shared a picture of the flowers that were sent from the Board of Trustees.

Committee Reports

Bookmobile Committee

Molly Hanlon shared that conversations and relationships are still continuing to move the bookmobile project forward. A staff committee has been formed as well. Monty Korte, Jane Johnson, and Molly Hanlon will be meeting with Dax Norton of Whitestown to discuss this and other issues.

Maintenance Committee

A Maintenance Committee meeting will be scheduled in the near future to discuss replacement of the roof, the present condition of the fire suppression system, electrical supply issues, and other longer term concerns.

*Upon a **motion duly made** by Ed Cambra, seconded by Monty Korte, and unanimously approved, the Board of Trustees accepts the landscaping bid of \$9,075.00 from Eagle Creek Nursery, with the deletion of the snow removal portion of the bid.*

Director's Report

Director's Facebook Account

Virginia has had some logistical issues surrounding this change and is working through them with Facebook, so stay tuned!

Facilities Manager Interviews

Sarah Moore advertised the Facilities Manager position on ZipRecruiter.com, indeed.com, the State Library's website and our Library website and received 28 applications. Sarah Moore, Kermit Paddock and Mary Rueff are the interview team for the position and the three reviewed the applications and whittled them down to a manageable number to interview. So far, three candidates have been interviewed and the rest will be interviewed once Sarah returns to the Library. A set of finalist candidates will be invited to a second interview.

OTHER BUSINESS

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, May 17, 2018 at 7: 00 PM in the Mayfield Room of the Library.

Adjournment

April 19, 2018

Upon motion duly made by LeeAnn Biggs, seconded by Ed Cambra, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:25 p.m.

Rebecca Hill, Secretary

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on March 15, 2018
Financial Reports as of March 31, 2018
Statistics through March 31, 2018
Circulation productivity statistics provided by Kermit Paddack

The following items will be distributed at the meeting:

Financial Reports as of April 19, 2018

April 2018 Library Board: LeeAnn Biggs, Sandy Sifferlen, Monty Korte, Becky Hill, Ed Cambra, Molly Hanlon, and Jane Johnson