



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, May 17, 2018**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held May 17, 2018, and called to order at 7:00 p.m. All members of the Board of Trustees were present except Molly Hanlon, and LeeAnn Biggs. Sarah Moore, Executive Director; Mary Rueff, Assistant Director; Kimberly Olivares, Board Assistant; Brandon Weir, IT Specialist; Sarah Childs, Technical Service Department Head; and Laura Butler, First Person Representative were also present. Sandy Sifferlen, President, presided.

Secretary's Report

Minutes of April 19, 2018 Regular Meeting

Upon motion duly made by Rebecca Hill, seconded by Ed Cambra, and being unanimously approved, the minutes the minutes of the regular meeting held April 19, 2018 were adopted.

Treasurer's Report

May 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 May 2018, as reviewed, approved, and audited by the Assistant Library Director, and approved for payment by the Treasurer.

Staff Reports

President's Report

Sandy shared that the library has been selected as a pilot participant for an audit. Board members, management, and staff have received questionnaires to complete as part of this audit process. An entrance exam will be scheduled with the Auditors in the coming weeks.

LeeAnn Biggs and Sandy completed the 3 month review of Sarah Moore and the feedback was positive. Sarah has been asked to get the board packet out by the Monday prior to the meeting.

Sandy thanked Ed Cambra for his work in getting the legislation changed with regard to the sales tax on Friends sales.

House Bill 1316

DIGEST

Sales taxes and tax credits. Provides that for purposes of the sales tax, a person is a retail merchant making a retail transaction when the person sells, rents, leases, or licenses for consideration the right to use prewritten computer software delivered electronically. Specifies,

however, that a transaction in which a user purchases, rents, leases, or licenses the right to remotely access prewritten computer software: (1) is not considered to be a transaction in which prewritten computer software is delivered electronically; and (2) does not constitute a retail transaction (and is therefore not subject to sales tax). Provides a sales tax exemption for sales of the following property by a public library (or a charitable organization formed to support a public library): (1) Items in the library's circulated and publicly available collections, including items from the library's holdings. (2) Items that would typically be included in the library's circulated and publicly available collections and that are donated by individuals or organizations to a public library (or to a charitable organization formed to support a public library). Provides that a taxpayer that is entitled to one or more specified economic development tax credits for the 2017 taxable year may elect to carry forward all or any portion of those credits and instead apply the tax credits in the 2018 taxable year. Requires a taxpayer to make an election in order to carry forward the tax credit

Committee Reports

Bookmobile/Expansion Committee

Monty shared that the recent meeting with Dax Norton might yield \$100K in funding for the bookmobile. Mr. Norton is also very optimistic about the addition of Whitestown to our service area. Legal counsel will be sought to continue fact-finding so a final decision from the Board can be made in the coming months.

The Board asked that Sarah begin working on the projected budgets for a new outreach department as well as look into how the ownership of the bookmobile needs to read.

Maintenance Committee

Ed Cambra shared a committee report. SEE ATTACHMENTS.

Policy Committee

Disposal of Personal Property Left at the Library
Weather and Other Emergency Related Closings

*Upon a **motion duly made** by Jane Johnson, seconded by Rebecca Hill, and unanimously adopted, The Board of Trustees approve *the Disposal of Personal Property Left at the Library Policy and Weather and Other Emergency Related Closings Policy as presented.**

Director's Report

Health Insurance Renewal

The renewal rate for our Anthem Health Insurance is approximately 3.87%. Laura Butler from First Person presented renewal quotes during the board meeting. The renewal rate for Delta Dental Insurance will remain the same as last year and will be locked-in until 2020. VSP, Group Life, Short-Term Disability, and Long-Term Disability rates will remain the same.

SEE ATTACHMENTS. AN UPDATED HEALTH INSURANCE RATE WILL BE AVAILABLE AT THE MEETING.

*Upon a **motion duly made** by Jane Johnson, seconded by Ed Cambra, and unanimously adopted, the Board of Trustees approves the proposed renewal quotes as presented.*

Liability Insurance

I have been meeting with four companies, including our current provider, to get quotes for liability and casualty insurance. This process has been ongoing and I am still waiting for final quotes from two companies. Our current policy will expire June 30 and the quotes will be presented at the June meeting.

Fall Festival Half Day Closure

The annual Zionsville Fall Festival parade is being held on Saturday, September 8. The Library requests to close during the morning to participate in the parade. The Library has typically opened at 12:00 pm for this event, however, with the length of time that the parade takes, staff cannot be in the parade and be back to open the library at 12:00. In order to increase participation in the parade, I am proposing the library open at 1:00 pm.

*Upon a **motion duly made** by Monty Korte, seconded by Ed Cambra, and unanimously adopted, the Board of Trustees Authorize the Director to delay opening of the Library on Saturday, September 8, 2018 until 1:00 pm so staff may participate in the Fall Festival Parade.*

Hiring Update

Facilities Manager

The second round of interviews for the Facilities Manager position have been completed and Jim Schaller has accepted the offer for the position.

Temporary Payroll/HR Specialist

We are working with That's Good HR, a temporary staffing agency, to get a temporary, part-time Payroll/HR Specialist in place to assist our Finance Manager and help us to streamline our processes. I anticipate that this may evolve into a permanent position.

Marketing Intern

We are currently searching for a marketing intern to help us with various projects, including social media, over the summer.

Circulation Clerk

Debra Kouns began working as a Circulation Clerk on May 7, 2018. She was hired to replace Mina Minsoori, who will be leaving the library at the end of the summer to go back to school. Debra is starting early to give the Circulation department extra coverage over our busiest time of year (Summer Reading).

*Upon a **motion duly made** by Jane Johnson, seconded by Rebecca Hill, and unanimously adopted, the Board of Trustees approve the hiring of Debra Kouns as a new Circulation Clerk, and the promotion of James Schaller to Facilities Manager.*

Newsletter Distribution Change

Virginia Hilbert has expanded the Summer Newsletter distribution to include some parts of Worth Township that have high concentrations of HMMPL patrons (paid cards). We are seeing increasing numbers of Worth Township patrons and this will allow us to reach them in advance of Summer Reading.

From Virginia:

"We will increase our distribution of the Summer Newsletter to include homes within three Worth Township postal routes in zip code 46075. They include routes 1, 3 & 4 for a total of 2,282 homes. Route 2 was eliminated because the majority of the route is outside the Worth Township boundaries. The total cost is estimated for this addition is estimated to be less than \$1,000."

Facilities Needs

Parking Lot

The parking lot needs resealed to take care of cracks. It also needs restriped. Two quotes are attached. I recommend using Young and Sons. We have worked with them for years and their quote came in well under the other company.

SEE ATTACHMENTS.

*Upon a **motion duly made** by Monty Korte, seconded by Ed Cambra, and unanimously adopted, the Board of Trustees Resolve to accept the parking lot bid of \$6,149.00 from Young and Sons.*

Risers

We need to replace a dry valve (riser) that has stopped working on our fire suppression system. The problem is related to corrosion caused by MIC. We have three dry valves and have already replaced one recently. I recommend replacing both of the remaining dry valves to avoid a future service call and having to move the water tank out of the way multiple times. An insurance loss adjuster I have met to get bids for our liability coverage believed that we would get a lower price if we were to have them both fixed and inspected. Attached are quotes for replacing only the currently broken dry valve and for replacing both.

SEE ATTACHMENTS.

*Upon a **motion duly made** by Ed Cambra, seconded by Rebecca Hill, and unanimously adopted, the Board of Trustees accept the bid of \$11,715.00 from SimplexGrinnell to replace both of the older dry valve units.*

NOTE: Funds for this expense should be taken from LIRF.

South Chiller

The South Chiller needs repair and replacement R-22 Refrigerant. The cost per pound of refrigerant is a large part of the cost of the repair. I have included a quote from B & J Mechanical. Their technician has been working with the Library's HVAC systems for over 10 years. Jim has called another company for a quote, but they will need around \$400 to come out and diagnose the problem in addition to a quote for the repair. I recommend going with our trusted tech at B&J.

SEE ATTACHMENTS.

*Upon a **motion duly made** by Ed Cambra, seconded by Jane Johnson, and unanimously adopted, the Board of Trustees accept the bid of \$10,983.00 from B & J Mechanical for repair of the chiller.*

Air Conditioner – Server Room

The air conditioner in the server room has gone out. B & J Mechanical looked at it and found that the compressor needs replaced. The unit was built in 2000 and has a life expectancy of 15-17 years. I recommend replacing the entire unit. I have attached a quote for repairs and a quote for replacement from B & J. Brandon has reached out to a company that works specifically with cooling server rooms to provide an additional quote that I will provide at the meeting, if possible.

SEE ATTACHMENTS.

*Upon a **motion duly made** by Ed Cambra, seconded by Monty Korte, and unanimously adopted, the Board of Trustees accept the bid to purchase and installation of a new air conditioner in the server room at a cost of \$14,910.00 or below.*

Executive Director Goals

Included in this board packet is a draft of the Executive Director's goals for 2018-2020.

SEE ATTACHMENTS.

OTHER BUSINESS

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, June 21, 2018 at 7:00 PM in the Hussey Room of the Library.

Adjourn

*Upon a **motion duly made** by Rebecca Hill, seconded by Jane Johnson, and unanimously adopted, the Board of Trustees meeting ended at 8:43 PM.*

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting and Executive Session on April 19, 2018
Financial Reports as of April 30, 2018
Statistics through April 30, 2018
Disposal of Personal Property Left at the Library Policy
Weather and Other Emergency Related Closings Policy
Health Insurance Renewal Bid
Parking Lot Bids
Dry Valve Replacement Bids
South Chiller Repair Bid
Server Room Air Conditioner Repair and Replacement Bids
Executive Director Goals

The following items will be distributed at the meeting:

Financial Reports as of May 16, 2018
Updated Health Insurance Renewal Bid
Server Room Air Conditioner Additional Bids

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