



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, September 20, 2018**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held September 20, 2018, and called to order at 7:01 p.m. All members of the Board of Trustees were present except LeeAnn Biggs. Sarah Moore, Executive Director; Mary Rueff, Assistant Director; Kimberly Olivares, Administrative & Project Specialist; and Brandon Weir, IT Specialist; were also present. Sandy Sifferlen, President, presided.

Secretary's Report

Minutes of August 16, 2018 Regular Meeting

Upon motion duly made by Rebecca Hill, seconded by Jane Johnson, and being unanimously approved, the minutes the minutes of the regular meeting held August 16, 2018 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 2018, as reviewed, approved, and audited by the Assistant Library Director, and approved for payment by the Treasurer.

Staff Reports

President's Report

October meeting conflicts with ZCS Fall Break. The meeting will be moved to October 11, 2018.

Carmel Clay Library Branch Discussion – Ed Cambra met with a member of the Carmel Clay Library Board to discuss their opening of a satellite branch in West Clay. They are retrofitting an existing 4000 square foot space at a cost of approximately \$1.4 million. Ed asked that they share the information regarding any legal guidance they received.

Strategic Planning must be completed by the end of the 2019. There will be a firm/person hired to guide that effort. This will most likely begin in early 2019.

Committee Reports

Maintenance Committee

Ed Cambra shared a detailed update on various items being addressed by the committee. This document has been added to the public record file.

Director's Report

Janitorial Services

We have received and reviewed bids for janitorial services from three companies. Bulldog Cleaning Services has been cleaning the building on a temporary basis and we are happy with the service that they provide. Their bid is competitive and their regular cleaning staff are known and liked by the staff of the library. I recommend accepting the bid from Bulldog Cleaning Services. Full bid proposals will be provided at the meeting.

Upon motion duly made by Rebecca Hill, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees resolve to accept the janitorial services bid from Bulldog Cleaning Services.

LED Lighting

We have received bids from Culture Lighting and Energy Harness to replace our current lights with LED bulbs. This change will save the library money on electric bills and ballast replacements. There is a rebate for LED bulbs that will expire at the end of the year. To get the maximum benefit from these rebates, we will need to replace the bulbs by the end of the year. The complete bids and recommendation will be available at the meeting.

Upon motion duly made by Jane Johnson, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees resolve to accept the bid from either presented vendor to be determined by the Library Staff for an amount not to exceed \$30,000. These funds will be paid from LIRF.

Staffing Update

Kermit Paddack has resigned from his position as Circulation Department Head as of October 6. We will be posting and interviewing for his position as soon as possible.

Jenny Gunn has also resigned from her position as a Circulation Assistant as of September 22.

Bookmobile Budget

An estimated budget has been developed and will be available at the meeting. The Zionsville Lions Club is drafting a grant proposal to help with the costs.

National Friends of Libraries Week

National Friends of Libraries Week is October 21-27. Would the Board like to recognize the HMMPL Friends at the October Board meeting?

eRate Resolution

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 2019-2020.
- New Board Resolution to continue in the consortium (see attached).

Upon ***motion duly made*** by Rebecca Hill, seconded by Jane Johnson, and being unanimously adopted, the Board of Trustees resolved to direct the Library Director to sign Form 479 and authorization form for filing eRate on behalf of HMMPL.

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

SEE ATTACHMENTS

OTHER BUSINESS

Monty Korte updated the Library Board on the search for a new Executive Director. He has a call with a person of interest on September 21, 2018 and this person might join a portion of the Foundation Board meeting on September 25, 2018.

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, October 11, 2018 at 7:00 PM in the Hoffman Room of the Library.

Adjourn

Upon a ***motion duly made*** by Jane Johnson, seconded by Rebecca Hill, and unanimously adopted, the Board of Trustees ended at 8:26 PM.

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on August 16, 2018
Financial Reports as of August 31, 2018
Statistics through August 31, 2018
eRate Resolution

The following items will be distributed at the meeting:

Financial Reports as of September 20, 2018
Janitorial Services Bids
LED Lighting Bids
Bookmobile Budget

September 2018 Library Board: Sandy Sifferlen, Monty Korte, LeeAnn Biggs, Ed Cambra, Molly Hanlon, Jane Johnson, Rebecca Hill