



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, October 11, 2018**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held October 11, 2018, and called to order at 7:02 p.m. All members of the Board of Trustees were present. Sarah Moore, Executive Director; Mary Rueff, Assistant Director; Kimberly Olivares, Administrative & Project Specialist; and Brandon Weir, IT Specialist; were also present. In addition, the following members of the Friends of the Library were present: Jean Indrikson, Judy Ritter, Jean Becker, and Nancy Porter. 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. They celebrated their 40th anniversary in 2018.

Secretary's Report

Minutes of September 20, 2018 Public Hearing and Regular Meeting

Upon motion duly made by Rebecca Hill, seconded by Jane Johnson, and being unanimously approved, the minutes of the 2019 Budget Public Hearing and Regular Meeting held September 20, 2018.

Treasurer's Report

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

2019 Budget

Upon motion duly made by Monty Korte, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees resolve that the 2019 Budget Resolution for Appropriations and Tax Rate be approved and adopted. The proposed budget totals are \$2,495,991 for the Operating Fund; \$65,000 for the Library Improvement Reserve Fund; \$529,000 for the Lease Rental Payment Fund; and, \$122,000 for the Rainy Day Fund.

President's Report

After input from the Indiana State Library, the appointment of Molly Hanlon and LeeAnn Biggs will revert from Zionsville Town Council to Boone County. These modifications will be made by the first of the year. Sandy Sifferlen and Sarah Moore will meet with the President of the Town Council and Mayor Haak to inform them of this change.

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 8, 2018 so that staff could participate in a full day of professional development. The morning session, "Discovering You: A Journey through the Enneagram," was presented by Tracy Huff. This workshop was very well received by our staff and focused on how staff can understand each other and work together. Everyone was broken into groups by type and then department to discuss our personalities at work. The afternoon sessions included a safety update by Laura Gangstad, an Evergreen Web Client update and training by Sarah Childs, the rollout of the new Intranet and ticketing system by Brandon Weir, an update on job descriptions and developing a culture of learning by Sarah Moore, a digital content and marketing survey from Virginia Hilbert, Becky Stuck, and Kelli Brooks, and an HR introduction and Harassment Training from Karen McCutchen. Many thanks to the Library Foundation for paying for the morning presentation and for the food for the training day.

OTHER BUSINESS

Rebecca Hill offered to write a letter to the editor thanking the Friends of the Library for their service to the community.

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, November 15, 2018 at 7:00 PM in the Hussey Room of the Library.

Adjourn

*Upon a **motion duly made** by Molly Hanlon, seconded by LeeAnn Biggs, and unanimously adopted, the Board of Trustees ended at 7:34 PM.*

Attachments for Regular Meeting

Meeting Minutes: Public Hearing on September 20, 2018, Regular Meeting on September 20, 2018
Financial Reports as of September 30, 2018
Statistics through September 30, 2018
2019 Budget
Uniform Conflict of Interest Disclosure Statement

The following items will be distributed at the meeting:

Financial Reports as of October 11, 2018

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