



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, November 15, 2019**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held November 15, 2018, and called to order at 7:02 p.m. All members of the Board of Trustees were present except Ed Cambra. Sarah Moore, Executive Director; Mary Rueff, Assistant Director; Kimberly Olivares, Administrative & Project Specialist; Sarah Childs, Technical Services Department Head; and Brandon Weir, IT Specialist; were also present. Sandy Sifferlen, President, presided.

Secretary's Report

Minutes of October 11, 2018 Public Hearing and Regular Meeting

Upon motion duly made by Rebecca Hill, seconded by Monty Korte, and being unanimously approved, the minutes of the Regular Meeting held October 11, 2018.

Treasurer's Report

November Claims

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

Staff Reports

Mary Rueff reported that Orty Ortwein received a grant from the Indiana Humanities Council to bring Lori Rader-Day to the Library for an author visit in 2019.

Mary Rueff shared that each department and the Library will be decorating trees placed throughout the building for the holiday season. Each tree will highlight a service of the library and/or include an activity. The Friends of the Library will also have a tree.

President's Report

Sandy Sifferlen congratulated Sarah Moore on her graduation from the Citizens Police Academy.

Sandy and Sarah are working on identifying someone to conduct the strategic planning to begin in early 2019. Some board meetings may need to be extended to accommodate this or a weekend retreat added.

Policy Committee

The Policy Committee reviewed the following policies:

HMMPL Staff Code of Ethics
Meeting Rooms
Fee Schedule for Library Meeting Rooms
Study Rooms
Unattended Children

*Upon **motion duly made** by Jane Johnson, seconded by Rebecca Hill, and unanimously approved, the Board of Trustees approved the adoption of the HMMPL Staff Code of Ethics, Fee Schedule for Library Meeting Rooms, Study Rooms, and Unattended Children policies with no updates and Meeting Rooms, with updates to language.*

Personnel Committee

Sarah Moore shared the update from the Personnel Committee meeting that occurred just before the Board meeting. Sarah presented the Committee with three job descriptions and asked for approval of the positions: Assistant Department Head for Circulation Services, Collection Development Specialist, Technical Services Assistant. This reorganization will move the majority of collection development to a centralized person, freeing up staff time to do more outreach. This change also means that Connie Cook's position will not be replaced but the processing of library materials will be outsourced. The part-time TS Assistant will handle magazines for the building as well as some processing/mending that can't be outsourced. These changes should result in an \$8000 annual savings to the Library.

*Upon **motion duly made** by Rebecca Hill, seconded by LeeAnn Biggs, and unanimously approved, the Board of Trustees approved the positions of Collection Development Specialist, Technical Services Assistant, and Assistant Department Head of Circulation Services at the paygrades listed on the materials provided in the meeting.*

Director's Report

Conflict of Interest Update

The Indiana State Library 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. The previous year's forms are available for reference.

Harwood Institute Grant Application

MCLS (Midwest Collaborative for Library Services) is hosting a Public Innovators Lab in 2019. The Harwood Public Innovators Lab is a 2.5-day experience to help you and your organization learn what it means to Turn Outward – to use the community, not your conference room, as your reference point for choices and action. After the lab, phone calls for post-conference coaching will also be included. MCLS will fully fund tuition for the training, as well as lodging and some meals during the training for those selected for the grant. Board support is crucial to the application.

The application will be distributed at the meeting.

*Upon **motion duly made** by Rebecca Hill, seconded by LeeAnn Biggs, and unanimously approved, the Board of Trustees supports the grant application to receive assistance for Library staff to attend the 2019 Harwood Public Innovators Lab.*

Ball State Design School Project

We were recently contacted by Ball State's University Design Center (UDC) about working on a design project for the Library. UDC reaches out to businesses to help develop their vision by

analyzing their space requirements and proposing design solutions to functionally and aesthetically improve their work environments. Reza Ahmadi, Program Director of Interior Design, came to the library for an initial walk-through.

Sarah Moore recommends starting with the first floor per the UDC recommendation. She spoke with Professor Ahmadi about ensuring that the design of both floors would be cohesive and he agreed that this would be necessary and possible. Sarah recommends starting with option 1 for the Spring Semester. The work would be handled and supervised by the design school faculty and would offer us a chance to help student designers as well as receive a cost effective design. We have been advised that the school would provide from 6 to 8 design options for each floor. After working with us, they will work with a senior or graduate student to combine our feedback from the designs into one complete plan.

Sarah also recommends hiring Professor Ahmadi and his colleague to simultaneously work on a design for the third floor. It is going to be a bit more challenging to work with the space to meet our changing staffing needs.

*Upon **motion duly made** by Jane Johnson, seconded by Molly Hanlon, and unanimously approved, the Board of Trustees resolved to move forward with the Ball State UDC to design a plan for the remodel of the Library.*

There was discussion on making sure the designs are cohesive between floors and align with the upcoming strategic planning.

Circulation Department Head

Kristin Stout has been selected to the Circulation Services Department Head position. Kristin received her Master of Library Science degree from Indiana University in 2007 and comes to us from her most recent position as a Librarian at the Eiteljorg Museum of American Indians and Western Art. Her resume was distributed at the meeting.

*Upon **motion duly made** by LeeAnn Biggs, seconded by Jane Johnson, and unanimously approved, the Board of Trustees approved the hiring of Kristin Stout as the Circulation Services Department Head.*

OTHER BUSINESS

Sandy Sifferlen reported that the library board is working with the Indiana State Library and the Zionsville Town Council and Mayor about the appointing authorities that there has been discussion about in recent weeks. A draft of the service area document prepared by Scott Chinn will be presented on December 17, 2018

Sarah Moore will bring copies of the library service area maps that she mentioned were very helpful to her to the December meeting for sharing with the library board.

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, December 20, 2018 at 7:00 PM in the Hussey Room of the Library.

Adjourn

*Upon a **motion duly made** by Monty Korte, seconded by Molly Hanlon, and unanimously adopted, the Board of Trustees ended at 7:58 PM.*

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on October 11, 2018
Financial Reports as of October 31, 2018
Statistics through October 31, 2018
Fee Schedule for Library Meeting Rooms
HMMPL Staff Code of Ethics
Meeting Rooms
Study Rooms
Unattended Children
Ball State UDC Information

The following items will be distributed at the meeting:

Uniform Conflict of Interest Disclosure Statement
Financial Reports as of November 15, 2018
Harwood Institute Grant Application
Circulation Services Department Head resume

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