



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, January 17, 2019**

**7:00 PM – Special Meeting for 2018 Budget Transfers  
Immediately Following – Regular Monthly Meeting of the Library Board  
Immediately Following – Board of Finance Meeting**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held January 18, 2018, and called to order at 7:04 p.m. All members of the Board of Trustees were present. Sarah Moore, Executive Director; Mary Rueff, Asst. Director; Phyllis Robinson, Finance Manager; Brandon Weir, IT Specialist; Sarah Childs, Tech Services Department Head; Julie Bigler, Circulation Asst Department Head; Joey Houston, TAS Department Head; and Kimberly Olivares, Board Assistant were also present. A member of the community was also present. Sandy Sifferlen, President, presided.

**Secretary’s Report**

Minutes of December 20, 2018 Regular Meeting

*Upon motion duly made by Rebecca Hill, seconded by Jane Johnson, and being unanimously approved, the minutes of the regular meeting held on December 20, 2018.*

**Treasurer’s Report**

January Claims

*Upon motion duly made by Ed Cambra, seconded by Monty Korte, and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for January 2019, as reviewed, approved, and audited by the Assistant Library Director, and approved for payment by the Treasurer.*

Bond Renewal

Bonds have been renewed for the Treasurer, Bookkeeper, Board, and Administrative & Project Specialist. The surety bonds have been filed with the County. Such bonding is for the faithful performance of duty and for the accurate accounting of all money handled by the treasurer, bookkeeper, board, and Administrative & Project Specialist for the 2019 fiscal year.

**Staff Reports**

**Winter Reading Program Update**

All 3 programs (youth, teen and adult) look to be on track to meet or exceed the reading done in the 2017-2018 Winter Reading Program. With just 2 weeks left, the WRP ends on January 31<sup>st</sup>.

Children who are participating in the 1,000 Books Before Kindergarten program

Following the Policy Calendar and its 2-year rotation, the **Lobby Display Cases** and **Posting on Bulletin Boards and Grounds** policies will be reviewed by the Policy Committee for the February 2019 board meeting. There may also be some slight clarification updates to a circulation-related policy at the February 2019 board meeting.

## President's Report

### Committee Appointments

The Board Vice President will present the Board member appointment to the Standing Committees of the Library Board for 2019.

SEE ATTACHED

### Board Contact Information

Please advise if corrections or amendments are needed.

SEE ATTACHED

### Trustee Appointments

Sandy Sifferlen reported that the Zionsville Mayor and Town Council will be notified of our need to use appointments at the county level, based on input from the state library. Barring any additional information coming out, this is how we will proceed.

### Annual Recognition Dinner Prior to March Board Meeting

The March 2019 Library Board meeting falls on Thursday, March 21. The dinner has traditionally begun at 5:30 PM, with the regular Library Board meeting following at 6:45 PM.

*Upon **motion duly made** by Jane Johnson, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees approve closing the Library on Thursday evening, March 21, 2018 at 5 PM for the annual recognition dinner at an off-site location.*

## Committee Reports

### Director's Report

#### 2018 Statistics

**Circulation** - For the third year in a row, the Library crossed the 500,000 items circulated threshold. 2018 saw the highest circulation total in the Library's history! This circulation statistic includes physical and digital items.

**Door Count** - Our 2018 door count was 5,558 people higher than in 2017. We had the highest door count in five years!

**Library Cards** - Due to the automatic culling of expired library card registrations that Evergreen does, our number of cards went down by 5 in 2018.

**Program attendance** - Our program attendance increased by 1353 attendees and this was the highest recorded program attendance in the history of the Library!

#### Non-resident Fee

The non-resident fee for Library cards needs to be updated.

*Upon **motion duly made** by Monty Korte, seconded by Molly Hanlon, and being unanimously adopted, the Board of Trustees approved the following motion:*

*Whereas, IC 36-12-2-25c requires that an individual non-resident fee be established, the members of the Library Board do resolve to establish the non-resident fee at \$84 for an individual non-resident card, beginning January 17, 2019.*

*Be it further resolved that this fee will remain in effect until such time that the Library Board passes another fee resolution.*

### **Ball State Update**

Thirty Ball State students from the Interior Design program met at the Library on January 7<sup>th</sup> to tour the facility, understand our needs, and ask questions. Our next meeting will be on the Ball State campus on January 23.

### **Food for Fines**

The Library has traditionally done a Food for Fines program in the winter after the holidays. It is a way for the library to assist the community and help those in need in a manner that is particularly relevant in the climate of many libraries opting to go fine-free. With food assistance benefits uncertain due to the government shutdown, food banks will be in need of food to distribute.

*Upon motion duly made by Monty Korte, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees authorize the Executive Director to implement the Food for Fines program during the month of February 2019 to accept food donations in lieu of fines owed to the Hussey-Mayfield Memorial Public Library, up to \$20 per library card.*

### **Director Goals**

The Executive Director will provide an update to previously discussed goals and changes moving forward.

### **Teen and Adult Services Department Head**

We have selected Joseph (Joey) Houston as the new Teen and Adult Services Department Head. His first day was Monday, January 14, 2019. Joey received his Master of Library and Information Science degree from Kent State University in 2013 and comes to us most recently from a position as the Director of Library Operations and LMS Administrator at Harrison College in Indianapolis. His resume will be available at the meeting.

*Upon motion duly made by Jane Johnson, seconded by Rebecca Hill, and being unanimously adopted, the Board of Trustees approves the hiring of Joseph (Joey) Houston as the Teen and Adult Services Department Head.*

### **Collection Development Librarian**

Jamie Schlenk has accepted the newly created position of Collection Development Librarian. Jamie will be leaving her current position as the Youth Services Department Head and transitioning to the Technical Services Department in the coming weeks. Jamie has been with HMMPL for 17 years and has taught classes on collection development at IUPUI's School of Library and Information Science.

*Upon motion duly made by Rebecca Hill, seconded by Jane Johnson, and being unanimously adopted, the Board of Trustees approves the hiring of Jamie Schlenk as the Collection Development Librarian.*

### **Youth Services Department Head**

The Library will now be searching for a new Youth Services Department Head.

### **Circulation Services Assistant Position**

We are reopening a position for a Circulation Services Assistant. This is a position that has gone unfilled since January of 2017 and is needed again with the uptick in circulation and transits. It will not add to the head count of the Library since two positions were combined into one Assistant Department Head position in November.

**OTHER BUSINESS**

**NEXT MEETING**

The next regular meeting of the Board of Trustees will be Thursday, February 21, 2019 at 7:00 PM in the Hussey Room of the Library.

**Adjournment**

*Upon motion duly made by Jane Johnson, seconded by Monty Korte, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:50 p.m.*

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Rebecca Hill, Secretary

**Attachments for Regular Meeting**

Meeting Minutes: Regular Meeting on December 20, 2018  
Financial Reports as of December 31, 2018  
Statistics through December 31, 2018

***The following items will be distributed at the meeting:***

Financial Reports as of January 17, 2019  
Board Committee Assignments  
Board Contact Information  
Joseph Houston Resume  
Updated policy calendar

January 2019 Library Board: Sandy Sifferlen, Monty Korte, Becky Hill, Ed Cambra, Molly Hanlon, and Jane Johnson