



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, February 21, 2019**

**7:00 PM – Regular Monthly Meeting of the Library Board of Trustees  
Executive Session Immediately Following**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held February 21, 2019, and called to order at 7:01 p.m. All members of the Board of Trustees were present with the exception of Rebecca Hill and Sandy Sifferlen. Sarah Moore, Executive Director; Mary Rueff, Asst. Director; Brandon Weir, IT Specialist; Sarah Childs, Tech Services Department Head; and Kimberly Olivares, Board Assistant were also present. A member of the community was also present. Monty Korte, Vice-President, presided.

**Secretary's Report**

Minutes of January 17, 2019 Regular Meeting & the Special Meeting on January 17, 2019

*Upon motion duly made by Jane Johnson, seconded by Ed Cambra, and being unanimously approved, the minutes of the regular meeting held on January 17, 2019; Special Meeting held January 17, 2019.*

**Treasurer's Report**

February Claims

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

**OTHER BUSINESS**

Girl Scout, Camille Sidebottom, made a short presentation to the Library Board about her Gold Star project that she will be doing at and for the Library later this year.

**Staff Reports**

**Winter Reading Program**

Mary Rueff shared the final update on Winter Reading Program. Youth Services saw a 4% decrease in the number of registrants but a 21% increase in the number of youth completing 21 days of reading. Teens saw a 38% increase in the number of teens participating. And Adult Services had a 16% increase in participation and a 61% increase in the number of books read.

**President's Report**

Monty Korte reminded the other Trustees of Executive Session immediately after this meeting.

## Trustee Appointments

Sarah Moore reported that the appointment of the new Trustee was not immediately approved by the County Council. There are still concerns about who the appointing body should be. Sarah will be following up with stakeholders.

## Committee Reports

### **Policy Committee**

**Lobby Display Cases** - The Marketing Department is assisting the Youth Services Department with the scheduling of the lobby display cases and the revisions to this policy include this addition. Also, some restrictions have been lifted.

**Posting on Bulletin Boards and Grounds** – No updates recommended

**Fines & Fees** – Some clarifying language was added to assist patrons in understanding some aspects of this policy. Also, with the creation of the Collection Development Librarian position, the responsibility for determining replacement options in lieu of paying the replacement fee for lost and damaged items has been assigned to this staff member instead of the Circulation Department managers.

**Lost & Damaged Items** – Clarifying verbiage was added to help explain what is and is not acceptable as an exact replacement item in lieu of paying the replacement fee. Also, the Collection Development Librarian is now the staff member who makes the decisions about replacement items.

*Upon **motion duly made** by Jane Johnson, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees approved the Lobby Display Cases; Posting on Bulletin Boards and Grounds; Fines and Fees; and Lost & Damaged Items policies as updated.*

## Director's Report

### **Strategic Planning**

The Planning Committee has reviewed three quotes for strategic planning services. The Planning Committee as well as some administrative staff will be meeting with MCLS regarding their strategic planning services on February 26 at 2 pm.

### **PayScale**

With approval of the Personnel Committee, the Library has contracted with PayScale to provide a salary study and consulting services, including benchmarking, strategy & market analysis, and structure & range creation. In addition, we will have access to their databases and tools for 1 year (and further if the contract is renewed).

### **Marketing Assistant**

We need to have a recorded approval of the job description and pay grade for a part-time Marketing Assistant.

*Upon **motion duly made** by Molly Hanlon, seconded by Jane Johnson, and being unanimously adopted, the Board of Trustees approved the job description and pay grade for the part-time Marketing Assistant position.*

## NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, March 21, 2018 at 6:45 PM at a location still to be determined. It follows the Annual Staff Recognition Dinner that begins at 5:30 PM, also at a location still to be determined.

## **Adjournment**

*Upon motion duly made by Jane Johnson, seconded by Ed Cambra, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:54 p.m.*

---

Rebecca Hill, Secretary

### **Attachments for Regular Meeting**

Meeting Minutes: January 17, 2019 regular meeting; January 17, 2019 special meeting

Financial Reports as of January 31, 2019

Financial Reports as of December 31, 2018 with budget transfers included

Statistics through January 31, 2019

Policies: Lobby Display Cases [plus display agreement procedural form]; Posting on Bulletin Boards and Grounds; Fines and Fees; Lost & Damaged Items

Marketing Assistant [part-time] Job Description

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

Financial Reports as of February 21, 2019

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