



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, May 16, 2019**

**7 PM Library Board Meeting at Hussey-Mayfield Memorial Public Library**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held May 16, 2019, and called to order at 7:00 p.m. All members of the Board of Trustees were present except Molly Hanlon and Ed Cambra. Sarah Moore, Executive Director; Mary Rueff, Asst. Director; Brandon Weir, IT Specialist; Kristin Stout, Circulation Department Head; Christina Hage, soon to be new Trustee; Kimberly Olivares, Board Assistant; and one member of the public were also present. Sandy Sifferlen, President, presided.

**Secretary's Report**

Minutes of April 24, 2019 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 April 24, 2019.*

**Treasurer's Report**

May Claims

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

**Staff Reports**

**President's Report**

Christine Hage was introduced and welcomed. Sarah Moore will reach out to the Mayor's office to get executed MOU with the County Commissioners and finalize this appointment.

**COMMITTEE REPORTS**

**Marketing Committee**

There are two new staff people joining the marketing team soon. The Committee is also working on preparation of the Annual report and will have a draft by the June Board meeting.

**Policy Committee**

*Upon motion duly made by Jane Johnson, seconded by Monty Korte, and being unanimously approved, the Library Board approved the Access to Public Records Policy with the implementation date of June 1, 2019 and the Purchasing Policy as written.*

**SEE ATTACHMENTS.**

## **Director's Report**

### **Health Insurance Renewal**

The renewal rate for our Anthem Health Insurance is approximately 1.67%. Dental and Vision will renew in January. Group Life, Short-Term Disability, and Long-Term Disability rates will renew in September. First Person has also included a short explanation of the benefits of trying to align all of our renewals to a January 1 date. Laura Butler from First Person will be available at a meeting of the Board in late summer to discuss moving forward with aligned renewal dates.

### **SEE ATTACHMENTS.**

*Upon **motion duly made** by Monty Korte, seconded by Jane Johnson, and being unanimously approved, the Library Board approved the proposed medical insurance renewal quotes maintaining the current 80/20 split with 80% paid by the Library and 20% paid by the employee.*

### **Fall Festival Half Day Closure**

The annual Zionsville Fall Festival parade is being held on Saturday, September 7. The Library requests to close during the morning to participate in the parade. The Library would open at 1:00 after the parade.

*Upon **motion duly made** by Rebecca Hill, seconded by Jane Johnson, and being unanimously approved, the Library Board authorizes the Director to delay opening of the Library on Saturday, September 7, 2019 until 1:00 pm so staff may participate in the Fall Festival Parade.*

### **Hiring Update**

#### **Youth Services Librarian**

Robyn Bowers has been offered and accepted the position of Youth Services Librarian vacated by Kelli Brooks on her promotion to the Youth Services Department Head. Robyn will begin working at the Library on May 20.

#### **Marketing Assistant**

After our previous candidate withdrew from selection, the position has been offered and accepted by Taylor Trepanier. Taylor will begin working at the Library on June 10<sup>th</sup>.

#### **Page**

The Page position has been offered and accepted by Nick Oakes. Nick's start date is to be determined.

#### **Marketing Intern**

After approval from the Marketing Committee a marketing intern position focused on community outreach has been offered and accepted by Anne Cardimen. Anne's start date is to be determined.

### **RESUMES WILL BE AVAILABLE AT THE MEETING.**

*Upon **motion duly made** by Jane Johnson, seconded by Monty Korte, and being unanimously approved, the Library Board approved the hiring of Robyn Bowers as a Youth Services Librarian.*

*Upon **motion duly made** by Jane Johnson, seconded by Monty Korte, and being unanimously approved, the Library Board approved the hiring of Taylor Trepanier as a Marketing Assistant upon successful completion of a background, employment, and reference check.*

*Upon **motion duly made** by Jane Johnson, seconded by Monty Korte, and being unanimously approved, the Library Board approved the hiring of Nick Oakes as a Page upon successful completion of a background, employment, and reference check.*

*Upon **motion duly made** by Jane Johnson, seconded by Monty Korte, and being unanimously approved, the Library Board approved the hiring of Anne Cardimen as a Marketing Intern upon successful completion of a background, employment, and reference check.*

### **Boone County Cards Cost Update**

The Library is required to annually review the cost of a Boone County Card using a formula provided by the State Library. The cost for a Boone County Card this year will be \$59.65.

### **Sponsorship Opportunities – Foundation**

The Library Foundation is working to create packages for corporate sponsorship. Tracy Phillips has provided a first draft of proposed package items that includes naming rights to programs and other opportunities. The document is attached for discussion.

### **SEE ATTACHMENTS.**

*Upon **motion duly made** by Monty Korte, seconded by Jane Johnson, and being unanimously approved, the Library Board approved to allow the Library Foundation to offer sponsorship opportunities with authorization for each opportunity involving Library property, physical and electronic materials, and marketing to be approved by the Library Director.*

### **OTHER BUSINESS**

#### **NEXT MEETING**

The next regular meeting of the Board of Trustees will be Thursday, June 20, 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 7:38 p.m.*

---

Rebecca Hill, Secretary

#### **Attachments for Regular Meeting**

Meeting Minutes: Regular Meeting on April 24, 2019  
Financial Reports as of April 30, 2019  
Statistics through April 30, 2019  
Health Insurance Renewal Bid  
Health Insurance Contribution Analysis  
HMMPL Benefit Transition Memo  
Foundation Sponsorship Package Proposal

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

Financial Reports as of May 16, 2018  
Access to Public Records Policy  
Purchasing Policy  
Resumes for Taylor Trepanier, Nick Oakes, and Anne Cardimen

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