



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Tuesday, June 18, 2019**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held June 18, 2019, and called to order at 7:00 p.m. All members of the Board of Trustees were present. Sarah Moore, Executive Director; Assistant Director Mary Rueff, Brandon Weir, IT Specialist; Kristin Stout, Circulation Department Head and Christina Hage, soon to be new Trustee were also present. Sandy Sifferlen, President, presided.

Secretary's Report

Minutes of May 16, 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 May 16, 2019 were adopted.

Treasurer's Report

June 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 June 2019, as reviewed and approved and audited by the Assistant Library Director and approved for payment by the Treasurer.

Semi-Annual Lease Payment

Upon motion duly made by Ed Cambra, seconded by Monty Korte and being unanimously adopted, the Board of Trustees authorized and directed the semiannual payment of the lease for June 30, 2019 in the amount of \$264,500.

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

President's Report

Whitestown TIF Meeting

Jane Johnson attended a meeting regarding the Whitestown TIF and reported that within that area, only Anson affects us. The Whitestown Redevelopment Commission needs to capture all of the incremental assessed value from the TIF allocation, so there will be no excess assessed value from the TIF allocation Areas that will be distributed to the Library. Jane also reported that there is a commuter system built into the Whitestown infrastructure that will take employees to places; Whitestown is currently looking for funding for this.

Sandy Sifferlen asked for an update on the official appointment of Christina Hage to the Library Board. Ms. Hage stated that she had communicated with the Mayor of Zionsville about this.

Committee Reports

Facilities Committee

Facilities Committee Chair, Ed Cambra, provided a report to the Library Board about current maintenance issues. Phase generators and new compressors are operational in the HVAC system and the service contractor is contacting the manufacturer about warranty coverage. Research is being done regarding whether our elevators have phase generators within them. The irrigation system will continue to be non-operational this summer. Victor Landfill is being contacted for suggestions for contractors to conduct work regarding the water issues in the Youth Services Department near the skylight.

Director's Report

Wi-Fi Lending Policy

Upon motion duly made by Jane Johnson, seconded by Ed Cambra and being unanimously adopted, the Board of Trustees approved the update to the Wi-Fi Lending Policy.

Property and Casualty Insurance

The renewal date for the Library's property and casualty insurance is July 1. We have a proposal from HBG Insurance, our current provider; we have been happy with their service.

Upon motion duly made by Ed Cambra, seconded by Jane Johnson, and being unanimously adopted, the Board of Trustees approved the quote of \$25,287.50 for property and casualty insurance with John Parnly / HBG Insurance & Bonds for the year beginning July 1, 2019 to June 30, 2020.

DLGF Budget Calendar for the FY 2020 Budget

June 19 DLGF Gateway Workshop

June 30 Deadline for State Budget Agency to provide Average Growth Quotient (AVGQ)

July HMMPL Budget Committee of the Board meets to discuss the proposed budget.

July 14 Department provides estimated max levy and cumulative fund rate estimates.

July 18 Regular Library Board Meeting. Present the proposed budget.

July 31 Department provides circuit breaker numbers.

Aug. Budget workshop with DLGF Field Representative.

Aug. 15 Regular Library Board Meeting. The Board approves the budget notice.

- Sept. 3 The last date to submit proposed 2020 budgets, rates and levies to the County Council for binding review, if applicable.
- Sept. 6 Submit notice to taxpayers of proposed 2020 budgets and tax levies and notice to taxpayers of public hearing (Budget Form 3) to the Department through Gateway. (At least ten days before the public hearing – last possible date is Sept. 9, 2019.)
- Sept. 19 Regular Library Board Meeting. Board conducts Public Hearing on the 2020 Budget as advertised. The last date for the public hearing is October 21, 2019.
- Oct. 17 Board adopts budget at regular Board meeting. The last date for adoption is November 1, 2019.
- Nov. 4 Last day for units to submit their 2020 budgets, tax rates, and tax levies to the DLGF through Gateway as prescribed by the Department.

Upon motion duly made by Jane Johnson, seconded by Ed Cambra and being unanimously adopted, the Board of Trustees approved the tentative dates for the 2020 Budget Processing Calendar, beginning June 19, 2019 and ending November 4, 2019 to complete the 2020 budget approval, review, and submission process.

The Budget Committee will meet prior to the July Board meeting.

Boone County Cards Agreement

We have sent new agreements between the Hussey-Mayfield Memorial Public Library and the unserved townships in Boone County for the provision of library services. The calculation for payment has changed using the following formula:

$$(Annual\ non-resident\ card\ fee\ (per\ IC\ 36-12-2-25(d)) - (Total\ verifiable\ income\ and\ excise\ tax\ draw\ for\ the\ library\ from\ the\ county\ for\ the\ previous\ year \div most\ recent\ census\ population\ for\ the\ tax\ draw) = Balance\ due\ per\ library\ card\ issued\ to\ a\ resident\ of\ the\ contracting\ township.$$

$$\$84 - (\$1,379,241 \div 56,640) = \$59.65$$

When we receive responses back, we will need to have the agreements signed. One agreement has been received to date. There is no action needed at this time.

Whitestown TIF Allocation Letter

The Whitestown Redevelopment Commission has sent a notification that they need to capture all of the incremental assessed value from the TIF allocation areas, therefore there will be no excess assessed value from the TIF Allocation Areas that will be distributed to the Library.

SEE ATTACHMENTS.

Boone County TIF Allocation Letters

The Boone County Redevelopment Commission has sent a notification that they need to capture all of the incremental assessed value from the TIF allocation area on 96th Street, therefore there will be no excess assessed value from this TIF Allocation Area that will be distributed to the Library.

The Boone County Redevelopment Commission has sent an additional notification that they need to capture 90% of the incremental assessed value from the TIF allocation area at the I-65 Corridor/ Anson area, therefore there will be 10% passed through to overlapping taxing units, including the Library.

SEE ATTACHMENTS.

Closing for Staff Training

The Library is scheduled to be closed on October 14 for annual staff training. However, MCLS needs to have a Strategic Plan implementation retreat with all staff during the first week of November. We would like to open the Library on October 14 and close the Library November 1st for Strategic Planning Implementation and additional staff training to follow the implementation meeting.

Upon motion duly made by Monty Korte, seconded by Rebecca Hill and being unanimously adopted, the Board of Trustees approved the Library Director to close the Library to the public on November 1, 2019 for staff training and strategic planning implementation and to open the Library as usual on October 14, 2019.

Freegal Music

We have been offering free music downloads through Freegal Music for several years. We still see a good amount of use of this database; however, stats have started to trend down this year. For our renewal we spoke to Freegal about their new streaming service that would allow patrons to stream music for up to three hours a day commercial free. They offered us this service and the download service that we currently have at the same price as the download service we have traditionally purchased (\$9300) if we agree to sign a three year contract. Our stats would reflect every song listened to in streaming format as well as downloaded songs. If we just continue with the download service (\$9300) annually and add the streaming service (\$2300) annually we will be paying \$2300 additional annually each year we keep the service. The Library's Database Committee recommended that we sign the three year contract.

Freegal use in 2018: 8,023

Freegal use through May 2019: 2,687

Upon motion duly made by Monty Korte, seconded by Molly Hanlon and being unanimously adopted, the Board of Trustees approved a three-year contract with Freegal for \$9,300 annually to include both download and streaming services.

The Executive Director provided the Library Board with a 2018 Annual Report for the library. It will be printed on glossy paper for wide distribution.

Outreach Librarian

With Kate Schell, our librarian in the Teen and Adult Services Department who does outreach to seniors and homebound, leaving the employ of the Library, the job was re-examined and a new job description written to better reflect all that the position does. It has been renamed Outreach Librarian and been moved from part-time to fulltime.

Upon motion duly made by Jane Johnson, seconded by Rebecca Hilly, and being unanimously adopted, the Board of Trustees approved the job description and pay grade for the Outreach Librarian position.

Accounting Software

The accounting software that is currently being used at the Library does not have the functionality desired by the Administration Department staff, and is difficult to use. Three vendors representing other accounting software made presentations to the Administration staff. The staff is interested in one product, but still needs some questions answered before making a final decision.

Upon motion duly made by Jane Johnson, seconded by Ed Cambra, and being adopted by a vote of 5-1, the Board of Trustees authorized spending up to \$30,000 from the Library Improvement Reserve Fund for new accounting software, subject to staff having all questions answered satisfactorily.

Next Meeting

The next regular meeting of the Board of Trustees will be Thursday, July 18, 2019.

Adjournment

Upon motion duly made by Rebecca Hill, seconded by Ed Cambra, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:08 p.m.

Rebecca Hill, Secretary

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on May 16, 2019
Financial Reports as of May 31, 2019
Statistics through May 31, 2019
Insurance Renewal Proposal from HBG
Boone County TIF Letters (2)

The following items will be distributed at the meeting:
Financial Reports as of June 18, 2019
Semi-Annual Lease Payment
Whitestown TIF Letter

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