



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, September 19, 2019**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held September 20, 2019, and called to order at 7:01 p.m. All members of the Board of Trustees were present except Molly Hanlon. Sarah Moore, Executive Director; Mary Rueff, Assistant Director; Kimberly Olivares, Administrative & Project Specialist; Brandon Weir, IT Specialist; Phyllis Robinson, Finance Manager; Joey Houston, Teen and Adult Services Dept Head; Julie Bigler, Circulation Dept Head; Virginia Hilbert, Marketing Director; Tracy Phillips, Foundation Development Director; were also present. Sandy Sifferlen, President, presided.

Secretary’s Report

Minutes of August, 2019 Regular Meeting

Upon motion duly made by Jane Johnson, seconded by Ed Cambra and being unanimously approved, the minutes of the Regular meeting held on August 22, 2019 were adopted.

Treasurer’s Report

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

Staff Report

President’s Report

October Meeting Update

The October Board meeting falls during ZCS Fall Break. If you have conflicts, please make Sandy aware as soon as possible.

Welcome Christina Hage

Sandy Sifferlen welcomed Christina Hage as an official member of the Board of Trustees.

New Board Opening

Sandy Sifferlen and Monty Korte are meeting with candidates for the open Board role.

Board Committee Updates

An updated list of board members and committee commitments is in the board packet.

Additional Information

Sandy Sifferlen will send out the MOU between the Library and Foundation following this evening's board meeting.

Director's Report

Policy Committee

The Policy Committee reviewed the following existing policies:

Internet Use, Credit Card Use, E-Privacy, Social Media, and 2020 Proposed Library Closings.

*Upon **motion duly made** by Jane Johnson, seconded by Christina Hage and being unanimously approved, the Board adopts the Internet Use, Credit Card Use, E-Privacy, Social Media Policies, and 2020 Proposed Library Closings, with revisions as noted.*

Staffing Updates

Orty Ortwein resigned from his position as the Assistant Department Head of the Teen and Adult Services Department.

Patricia VanArsdale has accepted the vacant position of Teen and Adult Services Assistant Department Head as of September 9, 2019. Patricia has been with the Library for 10 years and has done an exceptional job as the Teen Librarian in the TAS Department. Her resume is attached.

*Upon **motion duly made** by Christina Hage, seconded by Ed Cambra, and being unanimously approved, the Library Board approved the promotion of Patricia VanArsdale to the role of Assistant Department Head for the Teen and Adult Services Department.*

Laurie Harris has been promoted into the role of Assistant Department Head of Circulation Services. This role was vacated by Julie Bigler. Laurie has been with the Library for 8 years and has proven herself to be a forward-thinking leader with a deep understanding of the Department and its responsibilities and role within the Library. Laurie's resume is attached.

*Upon **motion duly made** by Christina Hage, seconded by Ed Hage, and being unanimously approved, the Library Board approved the promotion of Laurie Harris to the role of Assistant Department Head for the Circulation Services Department.*

Strategic Planning Update

We have just finished up the one-on-one interviews with Strategic Planning Committee members and community stakeholders and we had a very good response. We also held five Community Conversations and all were well-attended. MCLS is currently working to compile the responses. There is a Board focus group coming up on September 26 at 6:30.

Legislative Update

Sarah Moore reported that after discussions with DLGF there is some question about whether HB 1343 applies to HMMPL given the formation of our library. More research is still being conducted.

Projects Proposal

Based on the feedback that we have been getting and some of the needs of the building and grounds there are a few projects that Executive Director Sarah Moore recommends we accelerate.

Please see attached files. The Library Board will add a special meeting on September 26th prior to the Strategic Planning Meeting for the Board.

Upon ***motion duly made*** by Jane Johnson, seconded by Monty Korte, and unanimously approved by the Board of Trustees, the Board approves the contract to re-caulk the Library.

Upon ***motion duly made*** by Monty Korte, seconded by Ed Cambra, and unanimously approved by the Board of Trustees, the Board approves for the Library Director to move forward with requesting an additional appropriation of \$300K.

National Friends of Libraries Week

National Friends of Libraries Week is October 20 – 26, 2019. The Board will recognize the HMMPL Friends at the October Board meeting. Mary Rueff will make the invitation.

Foundation Room Adoption

The Foundation would like to offer temporary room adoption as a sponsorship opportunity to generate funds for the Library.

Next Meeting

The next regular meeting of the Board of Trustees will be Thursday, October 17, 2019 at 7:00 PM in the Hussey Room of the Library.

The Library Board focus group with the Strategic Planning Consultants will be on September 26, 2019 at 6:30 PM in the 3rd floor conference room.

Adjournment

Upon ***motion duly made*** by Monty Korte, seconded by Christina Hage, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:06 p.m.

Jane Johnson, Secretary

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on August 22, 2019
Financial Reports as of August 31, 2019
Statistics through August 31, 2019
Updated Board committee list
Resumes for Patricia VanArsdale and Laurie Harris

The following items will be distributed at the meeting:

Financial Reports as of September 19, 2019
Julie Bigler's resume
Projects Proposal

September 2019 Library Board: Sandy Sifferlen, Monty Korte, Ed Cambra, Jane Johnson, Molly Hanlon, and Christina Hage