



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

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held October 17, 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; 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; Kelli Brooks, Youth Services Department Head; and Friends of the Library Nancy Porter, Judy Ritter, and Kathy Terrell were also present. Sandy Sifferlen, President, presided.

**Recognition of the Friends of the Hussey-Mayfield Memorial Public Library**

As part of National Friends of Libraries Week, Library Board President, Sandy Sifferlen, recognized the Friends of our Library, who have raised and donated more than \$300,000 to the Library since they organized in 1978. They celebrated their 40<sup>th</sup> anniversary in 2018. Executive Director, Sarah Moore, also thanked the Friends on behalf of the library staff. Judy Ritter also thanked the staff, and commented that the Friends could not do what they do without the help of the staff.

**Secretary's Report**

Minutes of September 2019 Regular Meeting, and Public Hearing

*Upon motion duly made by Jane Johnson, seconded by Christina Hage and being unanimously approved, the minutes of the Public Hearing and the Regular meeting held on September 19, 2019 were adopted.*

**Treasurer's Report**

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

**2020 Budget**

*Upon motion duly made by Ed Cambra, seconded by Jane Johnson and being unanimously adopted, the Board of Trustees Resolve that the 2020 Budget Resolution for Appropriations and Tax Rate be approved and adopted. The proposed 2020 budget totals are \$2,627,617 for the Operating Fund; \$51,000 for the Library Improvement Reserve Fund; \$533,000 for the Lease Rental Payment Fund; and \$112,792 for the Rainy Day Fund.*

**President's Report**

## Board Appointment

Sand Sifferlen announced that the new Board member should start at the November 2019 meeting and thanked Monty Korte for assisting with this appointment.

Appoint Jane Johnson Secretary

Appoint Christina Hage Assistant Secretary

Sandy also encouraged the full board to read the data package created by Kimberly Olivares and Sarah Moore as part of the Strategic Planning process.

## Committee Reports

Policy Committee

Policy Committee

The policy committee reviewed the following new policies:

- Recording Policy
- Nursing Mothers Policy

*Upon motion duly made by Christina Hage, seconded by Jane Johnson and being unanimously approved, the Board of Trustees resolves to adopt the recording Policy and the Nursing Mothers Policy as written.*

## Director's Report

Conflict of Interest Update

The State Library of Indiana recommends Library Board of Trustee members sign a conflict of interest disclosure statement at least annually to comply with Indiana Code 35-44.1-1-4. Once completed by each board member, the forms are then uploaded to Gateway to ensure compliance.

Projects Proposal

Sarah compiled a list of recommended projects to be accelerated into the current year. Sarah also included a list of projects that are a high priority over the next three years. All of these projects are either necessary or beneficial to the patrons that we serve.

*Upon motion duly made by Monty Korte, seconded by Ed Cambra and being unanimously adopted, the Board of Trustees approves the down payment in the amount of \$17,000 for the purchase of a bookmobile.*

*Upon motion duly made by Monty Korte, seconded by Jane Johnson and being unanimously adopted, the Board of Trustees approve the purchase of landscaping services from Eagle Creek Nursery and Landscape for the Foundation Planting Areas in the amount of \$19,900.*

*Upon motion duly made by Monty Korte, seconded by Ed Cambra and being unanimously adopted, the Board of Trustees approve approves the purchase of landscaping services from Eagle Creek Nursery and Landscape for the Parking Lot Perimeter in the amount of \$24,550.*

*Upon motion duly made by Monty Korte, seconded by Christina Hage and being unanimously adopted, the Board of Trustees approves the purchase of materials needed to offer a laptop checkout kiosk for a total amount not to exceed \$50,000.*

## Personnel

Mary Miller has accepted the position of Circulation Assistant vacated by Laurie Harris upon her promotion to Assistant Department Head. Her first day will be October 21. Her resume was distributed at the meeting.

Melanie Negrin has resigned from her position as a Circulation Clerk after obtaining other employment.

Donna Sever has accepted the position of Circulation Clerk vacated by Melanie Negrin and will begin work on October 21. Her resume was distributed at the meeting.

*Upon **motion duly made** by Jane Johnson, seconded by Christina Hage and being unanimously adopted, the Board of Trustees approves the hiring of Donna Sever and Mary Miller.*

### **Foundation MOU**

The Foundation and Library staff has drafted an MOU. It will need to be signed by our Board President.

*Upon **motion duly made** by Jane Johnson, seconded by Christina Hage and being unanimously adopted, the Board of Trustees approves the signing of the Foundation MOU by Sarah Moore.*

### **Other Business**

#### **Next Meeting**

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

### **Adjournment**

*Upon **motion duly made** by Ed Cambra, seconded by Monty Korte, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:41 p.m.*

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Jane Johnson, Secretary

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

Meeting Minutes: Public Hearing on September 19, 2019, Regular Meeting on September 19, 2019  
Financial Reports as of September 30, 2019  
Statistics through September 30, 2019  
Recording Devices Policy  
Nursing Mothers Policy  
2020 Budget  
Projects Proposal

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

Financial Reports as of October 17, 2019  
Uniform Conflict of Interest Disclosure Statement  
Mary Miller Resume  
Donna Sever Resume

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