



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

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held November 21, 2019, and called to order at 7:00 p.m. All members of the Board of Trustees were present. 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; Kimberly Olivares, Board Assistant were also present. Sandy Sifferlen, President, presided.

Secretary’s Report

Minutes of October 2019 Regular Meeting

Upon motion duly made by Jane Johnson, seconded by Monty Korte and being unanimously approved, the minutes of the Regular meeting held on October 17, 2019 were adopted.

Treasurer’s Report

November Claims

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

Staff Reports

Virginia Hilbert was present and shared information about the upcoming Holiday Tree Tour in December. She also showed the branded umbrellas that are now available for check out on both public floors.

President’s Report

Board Appointment

Sandy Sifferlen welcomed Micah Vincent to the board. She encouraged a meeting between him and Sarah Moore to get him acclimated to the role.

Sandy also passed out an updated committee assignment roster and asked that any changes be sent to her so this can be finalized.

Committee Reports

Service Expansion Committee

Sarah Moore shared that the meeting with the Whitestown Council was canceled and rescheduling is in the works.

Also, she is working to finalize the requirements of the Bookmobile so a deposit can be made by the end of the year.

Policy Committee

The Policy Committee reviewed the following policies:

- Media Policy
- Promotion of Library Programs Policy

Upon motion duly made by Christina Hage, seconded by Jane Johnson and being unanimously approved, the Board of Trustees resolves to adopt the media and promotion of library programs policies with no updates..

Director's Report

Library Updates

Sarah will be sharing updates with the Board as they happen. She passed around several of the Vox books and shared that the Library houses 150 of these items in the Youth Services area. Sarah also shared that the Exploration Station has been given a facelift recently and the response from patrons has been overwhelmingly positive. Additional adult size furniture is being delivered for the space in December.

Strategic Planning Update

The first early draft of the Strategic Plan is ready to review with some pieces to be added by staff. The completed plan will be available and voted on in the December meeting. This will be shared for final edits with the board in the coming weeks and voted upon at the December meeting.

First Floor Renovation Update

Plans for this renovation are being finalized and will be available for sharing at the December meeting. There might be the need to add another meeting to open bids for this project prior to the end of the year.

Surplus

We have two wooden chairs that have broken and need to be declared surplus and discarded.

Upon motion duly made by Monty Korte, seconded by Jane Johnson and being unanimously adopted, the Board of Trustees declared the equipment and furniture be removed from service listed on the attached document as surplus.

Closing for the Book Ball

The Foundation would like to have the Library close on Saturday, February 8 so that the space can be prepped for the Book Ball that evening. This would allow the Foundation to set up, move tables and chairs, erect a stage, decorate, etc.

Upon motion duly made by Jane Johnson, seconded by Christina Hage, and being unanimously adopted, the Board of Trustees approved the closing of the Library on Saturday, February 8 to prepare for the Book Ball.

Performance and Classification and Wages Document Update

The Personnel Committee will be meeting in December to discuss suggested changes to the Classification and Wages document, including changes that reflect the salary study from PayScale.

HR is currently working to revise and update the remaining job descriptions and set up a performance evaluation process using our ADP Human Resource Management software.

Page Classification

We are moving the Pages into the Circulation Department and requiring a set schedule to meet the needs of the Library as our circulation numbers continue to grow. We are also adding incoming and outgoing transits to their responsibilities. In light of these added responsibilities and to attract candidates to the position, Sarah recommends that the Pages be reclassified as Pay Grade 12 (\$9.13 - \$11.31 per hour) from Pay Grade 13 (\$7.41 - \$8.55 per hour). No other staff are currently in Pay Grade 12. Circulation Clerks are currently in Pay Grade 11 and will remain there.

*Upon **motion duly made** by Micah Vincent, seconded by Jane Johnson, and being unanimously adopted, the Board of Trustees approved reclassifying Pages to Pay Grade 12 on the 2019 Classifications and Wages document.*

Page Job Description

The new job description for the Page position is attached for review and approval.

*Upon **motion duly made** by Monty Korte, seconded by Jane Johnson, and being unanimously adopted, the Board of Trustees approved the Page job description as written.*

Personnel Update

We have hired for two vacant positions in the Teen and Adult Services department.

Lydia Lutz has been hired as the new Outreach Librarian in the Teen and Adult Department. Lydia received her Master of Library Science degree from Indiana University in 2017 and comes to us from the Indiana State Library. Her first day was November 18.

Shelby Couch has been hired as a Teen and Adult Librarian for the Teen and Adult Department. Shelby received her MLS degree from Indiana University in May of 2019 and comes to us from the Hancock County Public Library. Her first day was November 18.

*Upon **motion duly made** by Jane Johnson, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees approved the hire of Lydia Lutz as the Outreach Librarian for the Teen and Adult Services Department.*

*Upon **motion duly made** by Molly Hanlon, seconded by Jane Johnson, and being unanimously adopted, the Board of Trustees approved the hire of Shelby Couch as a Teen and Adult Librarian for the Teen and Adult Services Department.*

Other Business

Next Meeting

The next regular meeting of the Board of Trustees will be Thursday, December 19, 2019 at 7:00 PM in the Hussey Room of the Library.

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 7:41 p.m.*

Jane Johnson, Secretary

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on October 17, 2019
Financial Reports as of October 31, 2019
Statistics through October 31, 2019
Media Policy
Promotion of Library Programs and Services Policy
Draft Strategic Planning Report
2019 Classification and Wages
Page Job Description

The following items will be distributed at the meeting:

Financial Reports as of November 21, 2019
First Floor Renovation Plans
Surplus List
Lydia Lutz Resume
Shelby Couch Resume

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