



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

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held December 19, 2019, and called to order at 7:15 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; Sarah Childs, Technical Services Dept Head; Kimberly Olivares, Board Assistant were also present. Sandy Sifferlen, President, presided.

Secretary's Report

Minutes of November 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 November 21, 2019 were adopted.

Treasurer's Report

December Claims

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

Lease Rental Payment

Payment to the Bank of New York for the bonds is due in the amount of \$264,500. The transfer will occur on December 30th. The bond holders are paid on January 15th by the Bank of New York.

Upon motion duly made by Ed Cambra, seconded by Monty Korte, and being unanimously adopted, the Board of Trustees authorize and direct the semiannual payment of the lease on December 30, 2019 in the amount of \$264,500.

Monty questioned whether this motion is required given the budget is approved to pay this payment each year. Sarah Moore and Phyllis Robinson will research and modify this practice is necessary.

Board of Finance Meeting in January

The Library Board is required to meet together as the Board of Finance in January each year. This is for the purpose of reviewing the investments and interest earnings from the previous fiscal year and reviewing the Library's investment policy. In addition, each month, the Board has a report on this activity in the folder that is passed around the table with items that require your

signatures. The Board of Finance meeting will be held at 7 pm immediately preceding the regular January Board meeting on January 16, 2020.

Staff Reports

Assistant Director, Mary Rueff shared that the recent Friends of the Library 2019 Secret Snowflake Shop raised more than \$13K and was highly successful. This event continues to grow each year and the library needs to find ways to continue supporting this event.

The Winter Reading Program has transitioned from counting the number of books read to the number of days patrons read at least 20 minutes. The registration numbers have increased over last year.

Phyllis Robinson discussed our progress with the Blackbaud accounting software and cash and investments information.

President's Report

Review the Board Contact List

Everyone please review your contact information. This will be sent via email to the board members.

Book Ball

The Library Book Ball will be held on February 8, 2020 from 7 pm to 11 pm. Please plan on attending and representing the Library Board.

Molly's Appointment

Molly's appointment is moving back to the County Council. Sarah Moore is working on making this a smooth transaction.

Parks Department

The Library Board appoints and ex-officio person to the Zionsville Parks Department Board. This was news to everyone. The Parks Department has recommended the appointment of Wayne Bivins (his current term is expiring as appointed by the school district).

*Upon a **motion duly made** by Monty Korte, seconded by Christina Hage and being unanimously adopted, the Board of Trustees approves the appointment of Wayne Bivins to the Zionsville Parks Department Board.*

Sandy will email Josh Garrett and Wayne Bivins with a cc to Sarah with this update.

Sarah Moore will reach out to introduce herself and the mission and strategic plan to Mr. Bivins.

This appointment will be added to the list of annual duties so there is a continuation of input from the library to the parks department.

Officers

Proposed Slate:
Sandy Sifferlen, President
Monty Korte, Vice President
Ed Cambra, Treasurer
Jane Johnson, Secretary
Christina Hage, Assistant Secretary
Molly Hanlon, Assistant Treasurer

Call by President Sifferlen for further nominations from the floor.

*Upon a **motion duly made** by Micah Vincent, seconded by Christina Hage and being unanimously adopted, the Board of Trustees approve the closing of Library Board of Trustees nominations.*

*Upon a **motion duly made** by Monty Korte, seconded by Christina Hage and being unanimously adopted, the Board of Trustees elect Library Board of Trustees nominees as presented.*

Committee Reports

The Personnel Committee met on December 9, 2019 to discuss changes to the 2020 Classification and Wages document and the 2020 compensation strategy. This discussion also included the data from the PayScale salary study done in 2019.

*Upon **motion duly made** by Jane Johnson, seconded by Monty Korte and being unanimously adopted, the Board of Trustees approve the 2020 Classification and Wages Document as presented.*

*Upon **motion duly made** by Molly Hanlon, seconded by Christina Hage and being unanimously adopted, the Board of Trustees approve the proposed compensation strategy for 2020.*

Director's Report

Surplus Items

*Upon **motion duly made** Monty Korte, seconded by Jane Johnson and being unanimously adopted, the Board of Trustees approve the removal from service of the items listed on the attached document as surplus.*

SEE ATTACHMENTS.

1782 Notice

Please see the attached 1782 Notice

SEE ATTACHMENTS.

Strategic Plan

The Strategic Plan for 2020-2023 has been completed and is ready to be submitted to the State Library. I would like to thank everyone that participated in the process and helped us to create this plan.

*Upon **motion duly made** by Monty Korte, seconded by Jane Johnson, and being unanimously adopted, the Board of Trustees approve the 2020-2023 Strategic Plan as written.*

SEE ATTACHMENTS.

First Floor Renovations

Rather than rush the project to accommodate the end of the year deadlines, it was determined to wait until early 2020 to move forward on the 1st floor renovations with the originally developed plans by CSO Architects. As a result there are funds that can be spent from the 2019 budget year on items related to this future project.

*Upon **motion duly made** by Monty Korte, seconded by Jane Johnson and being unanimously adopted, the Board of Trustees approve the expenditure of up to \$100,000 on furniture to be used in the renovation of the building.*

Personnel - New Hires

We have hired two new Pages to fill existing vacancies. Pia Meyers and Lily Nigh both started at the Library on December 9, 2019. Their resumes will be available at the meeting.

*Upon **motion duly made** by Jane Johnson, seconded by Christina Hage and being unanimously adopted, the Board of Trustees approve the hire of Pia Meyers as a Page.*

*Upon **motion duly made** by Jane Johnson, seconded by Christina Hage and being unanimously adopted, the Board of Trustees approve the hire of Lily Nigh as a Page.*

Other Business

Next Meeting

The next regular meeting of the Board of Trustees will be Thursday, January 16, 2020 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 8:02 p.m.*

Jane Johnson, Secretary

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on November 21, 2019
Financial Reports as of November 30, 2019
Statistics through November 30, 2019
Surplus items
1782 Notice
Strategic Plan

The following items will be distributed at the meeting:

Financial Reports as of December 19, 2019
2020 Classification and Wages
2020 Compensation Strategy
Pia Meyers Resume
Lily Nigh Resume

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

