



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, January 16, 2020**

**7:00 PM – Special Meeting for 2019 Budget Transfers  
Immediately Following – Board of Finance Meeting  
Immediately Following – Regular Monthly Meeting of the Library Board**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held January 16, 2020, and called to order at 7:04 p.m. All members of the Board of Trustees were present. Sarah Moore, Executive Director; Mary Rueff, Asst. Director; Phyllis Robinson, Finance Manager; Brandon Weir, IT Specialist; Sarah Childs, Tech Services Department Head; Julie Bigler, Circulation Department Head; Kelli Brooks, YS Department Head; Joey Houston, TAS Department Head; and Kimberly Olivares, Board Assistant were also present. A member of the community was also present. Sandy Sifferlen, President, presided.

**Secretary's Report**

Minutes of December 19, 2019 Regular Meeting

*Upon motion duly made by Jane Johnson, seconded by Molly Hanlon, and being unanimously approved, the minutes of the regular meeting held on December 19, 2019.*

**Treasurer's Report**

January 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 January 2020, as reviewed, approved, and audited by the Assistant Library Director, and approved for payment by the Treasurer.*

**Staff Reports**

**Policy Review Update**

Mary Rueff shared a revised calendar for the rotation of policy approvals.

Mary also shared that the state library has held the price of the PLAC card at \$65 for 2020.

In conjunction with staff at the Lebanon Public Library, Mary is coordinating legislative breakfasts that will be held in Lebanon on February 1<sup>st</sup> and at HMMPL on February 22<sup>nd</sup>.

**President's Report**

Sarah's Review

Sandy Sifferlin indicated there will be an Executive Session scheduled prior to the February board meeting to conduct Sarah's annual review.

Sandy shared that Kelli Brooks in conjunction with staff of ZCS were awarded a grant to transition pre-k students to kindergarten.

## Committee Reports

### Service Access Committee

Monty Korte and Sarah Moore updated the board about the plans of the Lebanon Public Library to add Whitestown/Worth Township to their service area. Sarah had an additional preliminary meeting with Worth Township Trustee, Jim Baldwin, and he has agreed to give HMMPL time to create a proposal of the impact of adding Whitestown/Worth Township to HMMPL's service area. There is also an upcoming meeting with Zionsville Mayor, Emily Styron, to discuss the addition of Perry Township to the library's service area.

### Budget Committee

Ed Cambra shared a written report of a recent Budget Committee meeting.

## Director's Report

### 2019 Statistics

We had another record-breaking year in 2019!

#### **Circulation –**

- 2019 saw the highest circulation total in the Library's history yet again
- Circulation increased 20% from 2018
- We crossed 600,000 circulations for the first time ever in 2019.
- The circulation of books increased by nearly 22%

#### **Library Cards –**

- The Library saw a 19% increase in Library card holders from 2019

#### **Program attendance –**

- Program attendance increased by 1.4%
- 2019 saw the highest program attendance in Library history
- The library offered 1,072 programs in 2019

#### **Web Traffic –**

- The number of users to visit our website in 2019 increased 35% from the previous year

**SEE ATTACHMENTS.**

### Non-resident Fee

The non-resident fee for Library cards needs to be updated.

Upon **motion duly made** by Jane Johnson, seconded by Christina Hage, and being unanimously adopted, the Board of Trustees approved the following motion:

*Whereas, IC 36-12-2-25c requires that an individual non-resident fee be established, the members of the Library Board do resolve to establish the non-resident fee at \$88.57 for an individual non-resident card, beginning January 17, 2020.*

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

### Temporary Transfer from Rainy Day

The wire transfer request from our TrustIndiana account did not get processed in time for the Lease Rental Payment and a temporary funds transfer from Rainy Day was required to pay on time.

**SEE ATTACHMENTS.**

### Food for Fines

The Library has traditionally done a Food for Fines program in the winter after the holidays. It is a way for the library to assist the community and help those in need in a manner that is particularly relevant in the climate of many libraries opting to go fine-free. We would like to go fine-free for the first 20 days in March. It would be 20 days and up to 20 dollars in 2020.

*Upon motion duly made by Molly Hanlon, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees authorize the Executive Director to implement the Food for Fines program during the first 20 days month of March 2020 to accept food donations in lieu of fines owed to the Hussey-Mayfield Memorial Public Library, up to \$20 per library card.*

### Personnel

Over the years we have seen an increase in the number of programs offered, the program attendance, door counts, and circulation in the Youth Services Department. Kelli Brooks, our Youth Services Department Head, has requested a 20-hour position be added to her team to help cope with the increased use in her department. A full-time staff member in YS has also asked to go from 40 hours to 30. With the addition of a new person, this change would be possible. Our head count is currently at 45 and this position was included in the 2020 budget.

*Upon motion duly made by Monty Korte, seconded by Christina Hage, and being unanimously adopted, the Board of Trustees approves the creation of a new part-time Youth Services Librarian 1 position.*

### Worth Township Meeting

Sarah Moore met with Jim Baldwin, the Worth Township Trustee on Tuesday. Sarah asked that we be given the time to contact municipal bonds advisor and put together a proposal for Worth Township services. He has agreed to give us the time that we need to get this information together.

### First Floor Renovation

We have received an updated estimate of the cost to work on the upgrades to the first floor. Sarah believes that these updates will be beneficial for our community and in line with our new Strategic Plan. It is time to discuss next steps.

Sandy Sifferlin agreed to the creation of a committee to move this project forward. Interested Board members should email Sandy and the committee will be finalized at the February meeting.

### **OTHER BUSINESS**

### NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, February 20, 2020 at 7:00 PM in the Hussey Room of the Library.

### **Adjournment**

*Upon motion duly made by Jane Johnson, seconded by Monty Korte, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:03 p.m.*

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Jane Johnson, Secretary

### Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on December 19, 2019  
Financial Reports as of December 31, 2019  
Statistics through December 31, 2019  
Temporary Transfer from Rainy Day Resolution

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

Financial Reports as of January 16, 2020  
Updated policy calendar  
First Floor Renovation Plans and Costs

January 2020 Library Board: Sandy Sifferlen, Monty Korte, Ed Cambra, Molly Hanlon, Jane Johnson, Christina Hage, and Micah Vincent