



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, May 21, 2020**

**6 PM Library Board Meeting via ZOOM**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held May 21, 2020, and called to order at 6:00 p.m. All members of the Board of Trustees were present. Sarah Moore, Executive Director; Mary Rueff, Asst. Director; Julie Bigler, Circulation Department Head; Sarah Childs, Technical Services Department Head; Patricia VanArsdale, TAS Asst Department Head; Karen McCutchen, Human Resources Manager; Virginia Hilbert, Marketing Director; Phyllis Robinson, Financial Records Manager; Brandon Weir, IT Specialist; and Kimberly Olivares, Board Assistant were also present. Sandy Sifferlen, President, presided.

**Secretary's Report**

Minutes of April 16, 2020 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 April 16, 2020.*

Minutes of May 15, 2020 Special Meeting

*Upon motion duly made by Jane Johnson, seconded by Christina Hage, and being unanimously approved, the minutes of the special meeting held on May 15, 2020.*

**Treasurer's Report**

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

**Staff Reports**

**President's Report**

**Director's Report**

**Health Insurance Renewal**

The renewal rate for our Anthem Health Insurance is 4.48% less than our 2019 rate. We are working to improve our ancillary benefits, but the official quotes are not yet available. We are looking to switch providers of these benefits mainly due to administrative issues on the part of our LTD and STD carrier. By packaging all of the benefits together and getting bids, it appears that we can get lower rates and move to a new company for our LTD and STD. First Person does not have the quotes available, but they are working on it.

✓ Motions @ Attachment # Item to be distributed at the Board meeting

*Upon motion duly made by Ed Cambra, seconded by Jane Johnson, and being unanimously adopted, the Board of Trustees approved the proposed medical insurance renewal quotes maintaining the current 80/20 split with 80% paid by the Library and 20% paid by the employee.*

**Fine Free Proposal**

The idea of fine-free public libraries has been gaining ground in recent years. Benefits of going fine-free include removing barriers for the over 3,300 patrons that have current or expired cards with balances exceeding \$10 and inviting them back to the library, reducing administrative time related to fine collection and allowing that time to be focused in making an impact in our community, getting a better return rate on items that may have previously been kept due to fine balances, and acting as a community leader by extending a hand to our community in a time of record unemployment.

This proposal is to go fine free through the end of 2020 and clear all current overdue fines. We would revisit toward the end of the year to consider extending or making this change permanent. Please note that this does not extend to fees for lost or damaged items.

*Upon motion duly made by Jane Johnson, seconded by Molly Hanlon, and being unanimously adopted, the Board of Trustees approved the removal of fines for overdue materials for the remainder of 2020.*

*Upon motion duly made by Jane Johnson, seconded by Christina Hage, and being unanimously adopted, the Board of Trustees approved the clearing of overdue charges from all Hussey-Mayfield Memorial Public Library patron accounts.*

**Touchless Fixtures**

We have received a quote for the installation of touchless faucets and flushing mechanisms from Steg Plumbing.

*Upon motion duly made by Ed Cambra, seconded by Molly Hanlon, and being unanimously adopted, the Board of Trustees approved the quote for the conversion of bathroom faucets and flush mechanisms to touchless by Steg Plumbing in the amount of \$8,444.82*

**Boone County Cards Cost Update**

The Library is required to annually review the cost of a Boone County Card using a formula provided by the Indiana State Library. The cost for a Boone County Card this year will be \$65.79.

When we receive responses back, we will need to have the agreements signed. There was no action needed or taken at this time.

**Other Business**

Sarah Moore updated the Library Board on the Library staff's teams and preparation for reopening to the public on Tuesday, May 26<sup>th</sup>. There will be Plexiglas dividers, which arrived today, for the public desks. Curbside service has been very popular since it started and we will be adding a new piece of software, My Libro, to assist with the scheduling of curbside pick-ups.

Library staff is still looking for a mobile app to do in-house self-checkout of library materials.

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**NEXT MEETING**

The next regular meeting of the Board of Trustees will be Thursday, June 18, 2020.

**Adjournment**

*Upon motion duly made by Ed Cambra, seconded by Christina Hage, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 6:53 p.m.*

**Adjourn**

**Attachments for Regular Meeting**

Meeting Minutes: Regular Meeting on April 16, 2020  
Meeting Minutes: Special Meeting on May 15, 2020  
Health Insurance Renewal Bid  
Fine Free Proposal  
Touchless Fixtures Quote

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

Financial Reports as of May 21, 2020  
Financial Reports as of April 30, 2020  
Statistics through April 30, 2020

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