



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, October 15, 2020**

6 PM Library Board Meeting via ZOOM

The regular meeting of the Board of Trustees was held on October 15, 2020, beginning at 6:01 p.m. All members of the Board were present except Micah Vincent and Molly Hanlon. Sarah Moore, Executive Director; Mary Rueff, Asst. Director; Phyllis Robinson, Finance Manager; Brandon Weir, IT Specialist; Julie Bigler, Circulation Department Head; Joey Houston, TAS Department Head; Patricia VanArsdale, TAS Asst Department Head; Laura Gangstad, YS Asst Department Head; Kelli Brooks, YS Department Head; Virginia Hilbert, Marketing Director; and Kimberly Olivares, Board Assistant were also present. Sandy Sifferlen, President, presided.

Secretary’s Report

Minutes of September 17th regular meeting, 2021 Public Hearing, and October 2, 2020 special meeting

*Upon **motion duly made** by Ed Cambra, seconded by Christina Hage, and being unanimously approved, the minutes of the regular meeting held on September 17, 2020, the 2021 Budget Public Hearing, and the special meeting held October 2, 2020 were approved.*

Treasurer’s Report

October Claims

*Upon **motion duly made** by Ed Cambra, seconded by Christina Hage, and being unanimously approved, the Board of Trustees authorized and directed the payment of the outstanding claims to date for October 2020, as reviewed, approved, and audited by the Assistant Library Director, and approved for payment by the Treasurer.*

2021 Budget

*Upon **motion duly made** by Ed Cambra, seconded by Christina Hage, and being unanimously approved, the Board of Trustees approve the 2021*

Budget Resolution for Appropriations and Tax Rate be approved and adopted. The proposed 2021 budget totals are \$2,802,150 for the Operating Fund; \$35,091 for the Library Improvement Reserve Fund; \$535,000 for the Lease Rental Payment Fund; and \$91,792 for the Rainy Day Fund.

*Christina Hage was asked to record the roll call vote. Recorded as:
Sandy Sifferlen – Yes
Monty Korte – Yes
Ed Cambra – Yes
Christine Squier – Yes
Board Members Micah Vincent and Molly Hanlon were not in attendance.*

SEE ATTACHMENTS.

President's Report

Committee Reports

Expansion Committee

Sarah Moore shared on behalf of this committee. She indicated that the Whitestown Branch Advisory Group (WBAG) held their first meeting. This group is excited to get to work on a new branch.

Sarah Moore also shared that there have been updates made to the Perry Township Expansion Proposal (see below).

Policy Committee

The policy committee reviewed the following policies:

- Library Closings in 2021
- Capital Assets
- Behavior Policy
- Library Closings in 2020 revision
- Internet Use
- Unplanned Library Closings

*Upon **motion duly made** by Christina Hage, seconded by Ed Cambra, and being unanimously approved, the Board of Trustees approve the adoption of the Library Closings in 2021, Capital Assets, Behavior Policy, Library Closings in 2020 revision, Internet Use, and Unplanned Library Closings policies as written.*

Director's Report

Perry Township Proposal and Resolution

The Hussey-Mayfield Memorial Public Library is proposing an expansion of our service area to cover Perry Township. This expansion would include the full

extension of Library access and services to all residents. With Board approval, the Library will submit the proposal of expansion of library services in Perry Township to the Zionsville Town Council as the body now representing Perry Township.

SEE ATTACHMENTS

*Upon **motion duly made** by Ed Cambra, seconded by Christine Squier, and being unanimously approved with a roll call vote, it was resolved to approve the Resolution Approving Filing of Expansion Proposal with Perry Township.*

Christina Hage was asked to record the roll call vote. Recorded as:

Sandy Sifferlen – Yes

Monty Korte – Yes

Ed Cambra – Yes

Christine Squier – Yes

Board Members Micah Vincent and Molly Hanlon were not in attendance.

Resolution to Establish Capital Assets Threshold

The State of Indiana requires that Libraries adopt a Capital Assets Policy that sets a dollar amount as a threshold to be used in determining which items will be recorded in the capital asset record.

SEE ATTACHMENTS

*Upon **motion duly made** by Ed Cambra, seconded by Christine Squier, and being unanimously approved with a roll call vote, it was resolved to approve the to Establish Capital Assets Threshold.*

Christina Hage was asked to record the roll call vote. Recorded as:

Sandy Sifferlen – Yes

Monty Korte – Yes

Ed Cambra – Yes

Christine Squier – Yes

Board Members Micah Vincent and Molly Hanlon were not in attendance.

Operating Hours Discussion

After discussion with library staff and managers, Sarah Moore is proposing that the regular Library hours be changed to 9 am to 8 pm, (currently 9:30 am to 8:30 pm) on Monday through Thursday and also 9 am to 5 pm on Fridays and Saturdays (currently 9:30-5). Over the years we have had many people mistakenly arrive at the library at 9 am. The Library is also usually empty during the last half hour of the day and the general consensus is that patrons would find our hours less confusing if they began on the hour.

*Upon **motion duly made** by Christine Squier, seconded by Christina Hage, and being unanimously approved, the Board of Trustees approve the*

change of regular operating hours of the Library to 9am -8 pm M-TH, 9 am – 5 pm Fri. and Sat., and 1 pm to 5 pm on open Sundays beginning November 2, 2020.

Other Business

Next Meeting

The next regular meeting of the Board of Trustees will be Thursday November 19, 2020 at 6 PM on ZOOM.

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 6:46 p.m.

Molly Hanlon, Secretary

Attachments for Regular Meeting

Meeting Minutes: September 17 Regular Meeting, Special Meeting held October 2, and 2021 Budget Public Hearing Financial Reports as of September 30, 2019
Statistics through September 30, 2020
2021 Budget
Library Closings in 2021 Policy
Revised Library Closings in 2020 Policy
Capital Assets Policy
Behavior Policy
Internet Use Policy
Unplanned Library Closings Policy
Perry Township Expansion Proposal
Perry Township Expansion Resolution
Resolution to Establish Capital Assets Threshold

October 2020 Library Board: Sandy Sifferlen, Monty Korte, Micah Vincent, Ed Cambra, Christina Hage, Molly Hanlon, and Christine Squier