



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, November 19, 2020**

**6 PM Library Board Meeting via ZOOM**

The regular meeting of the Board of Trustees was held on November 19, 2020, beginning at 6:02 p.m. All members of the Board were present. 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; Sarah Childs, Tech Services Department Head; and Kimberly Olivares, Board Assistant were also present. Sandy Sifferlen, President, presided.

**Secretary’s Report**

Minutes of October 15th regular meeting

*Upon **motion duly made** by Monty Korte, seconded by Ed Cambra, and being unanimously approved, the minutes of the regular meeting held on October 15, 2020 were approved.*

**Treasurer’s Report**

November Claims

*Upon **motion duly made** by Ed Cambra, seconded by Monty Korte, 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.*

**Staff Report**

**President’s Report**

Sandy Sifferlen recognized the slate of officers that was included in the agenda for this meeting and indicated this would be tabled until December’s meeting as

this is when elections normally occur. She also thanked everyone for their willingness to serve.

## **Committee Reports**

### Expansion Committee

Monty Korte shared on behalf of this committee. He indicated there is positive movement on a site location for the new branch and if this plan solidifies it will leave more funds for the actual construction costs. He also shared that the bond renewal will need to move through both the town council as the library's fiscal body as well as the DLGF. He and Sarah are working on the development of an RFP for architecture firms and hope to have it ready in December.

### Policy Committee

The policy committee reviewed the following policies:

- Patron Privacy Policy
- Collection Development Policy

*Upon **motion duly made** by Christine Squier, seconded by Monty Korte, and being unanimously approved, the Board of Trustees approve the adoption of the Patron Privacy Policy as written.*

*Upon **motion duly made** by Christine Squire, seconded by Molly Hanlon, and being unanimously approved, the Board of Trustees approve the adoption of the Collection Development Policy as written.*

Ed Cambra wanted to be certain that both of these policies were easily accessible to patrons on the library website. They (as well as all patron policies) can be located with a direct link from the primary homepage.

## **Director's Report**

### Surplus

Please see the attached list of items marked as surplus from IT and Facilities.

**SEE ATTACHMENTS**

*Upon **motion duly made** by Ed Cambra, seconded by Molly Hanlon, and being unanimously approved, The Board of Trustees declares the items removed from service and listed on the attached sheet as surplus.*

### IT Plans

Brandon Weir is leaving his role as IT Specialist at the end of the week. Brandon is currently the only employee assigned to IT in the library.

After a review of costs and obtaining quotes from 3 managed IT service providers, Sarah Moore states that she believes that transitioning to managed IT would be the best way forward from both a cost and efficiency standpoint as we are in a particular transition period with the Library. This would allow us to offer tier 1 level technical support services (help desk) to our staff while also getting higher-level services and regular reviews of our technology and technology plan as we are growing quickly to include a new location. The cost of these services is less than the cost of one IT Specialist with benefits combined with the purchase blocks of hours from an IT company for additional support as we have been doing for several years.

*Upon **motion duly made** by Ed Cambra, seconded by Christine Squier, and being unanimously approved, the Board of Trustees approve the purchase of managed IT services at a cost not to exceed \$60,000 annually.*

### COVID-19 Spike Response Plan

Indiana, along with the rest of the country, is seeing a spike in COVID-19 cases. Each day brings higher and higher numbers of confirmed cases. One in every 378 people in the United States tested positive for COVID last week. Concerns over hospitalizations and available medical staff and resources are causing many areas of the country to look at bringing back more restrictions. The Governor of Indiana has started adding more restrictions and local schools are shutting down in-person instruction (or restricting it).

As we look at the direction of the Library, we need to balance the safety of the staff and community with the benefit of library services to our patrons. In a time with such a spike in cases and health officials across the country advising people to stay home as much as possible, I am recommending that the Library close to the general public in the near term.

However, the mission and aim of our Library is to provide services and resources that inspire, entertain, and connect our community and we would like to find a way to continue with this safely. The department heads of the public service departments (Circulation, Youth Services, and Teen and Adult Services) have joined me in creating a plan that will allow us to continue to support this mission while also limiting the number of people in the building at any one time.

We are proposing that the Library close to the general public until it is safe to reopen. The Library will then work with a limited staff in the building to provide curbside services on extended hours (10-7 M-Th, 10-5 F-Sat.) as well as one-hour appointment-only technology and computer use appointments (to include document services like faxing, copying, and scanning). In addition, the Library will continue to offer chat and email reference services as well as adding reader's

services to help connect patrons with a broader range of materials while browsing is not available.

*Upon **motion duly made** by Ed Cambra, seconded by Molly Hanlon, and being unanimously approved, the Board of Trustees closing the Library to the general public beginning November 23, 2020 until it is safe to reopen.*

There was subsequent discussion of how staff and administration will determine when to reopen. Christine Squier and Ed Cambra will be meeting with the Library's COVID-19 Team to provide Board input and understanding in the coming weeks.

## **Other Business**

### **Next Meeting**

The next regular meeting of the Board of Trustees will be Thursday December 17, 2020 at 6 PM on ZOOM.

### **Adjournment**

*Upon **motion duly made** by Molly Hanlon, seconded by Micah Vincent, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:15 p.m.*

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Molly Hanlon, Secretary

### **Attachments for Regular Meeting**

Meeting Minutes: Regular Meeting on October 15, 2020  
Financial Reports as of October 31, 2020  
Statistics through October 31, 2020  
Collection Development Policy  
Patron Privacy Policy  
Surplus Items  
Managed IT Quotes  
Curbside and Appointment-Only Computer Use Plan

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