



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, December 17, 2020**

**6 PM Library Board Meeting via ZOOM**

The regular meeting of the Board of Trustees was held on December 17, 2020, beginning at 6:01 p.m. All members of the Board were present. Sarah Moore, Executive Director; Mary Rueff, Asst. Director; Phyllis Robinson, Finance Manager; Julie Bigler, Circulation 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 November 19, 2020 regular meeting

*Upon **motion duly made** by Molly Hanlon, seconded by Monty Korte, and being unanimously approved, the minutes of the regular meeting held on November 19, 2020 were approved.*

**Treasurer’s Report**

December Claims

*Upon **motion duly made** by Micah Vincent, seconded by Molly Hanlon, and being unanimously approved, the Board of Trustees authorized and directed the payment of the outstanding claims to date for December 2020, as reviewed, 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 due in the amount of \$266.500. The transfer will occur on December 30<sup>th</sup>. The bond holders are paid on January 15<sup>th</sup> by the Bank of New York.

*Upon **motion duly made** by Ed Cambra, seconded by Monty Korte, and being unanimously approved, the Board of Trustees authorize and direct the semiannual payment of the lease on December 30, 2020 in the amount of \$266.500.*

### 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. The Board of Finance meeting will be held at 6pm immediately preceding the regular January Board meeting on January 21, 2021.

### **Staff Report**

Assistant Director, Mary Rueff discussed how the staff have upended the usual programming this year and found entirely new ways to provide valuable programming services to our patrons in this unique environment.

A short video of recent TAS programming efforts was shared with the Board. LibChat has librarians responding to patron questions within seconds. And 140 experience@home kits have been distributed in only one week.

### **President's Report**

#### **Officers**

Proposed Slate:

President—Monty Korte

Vice President – Molly Hanlon

Treasurer—Ed Cambra

Secretary—Christina Hage

Assistant Treasurer – Micah Vincent

Assistant Secretary – Christina Squier

**Call by President Sifferlen** for further nominations from the floor.

*Upon **motion duly made** by Ed Cambra, seconded by Christina Hage, and being unanimously approved, the Library Board of Trustees close the Library Board of Trustee nominations.*

*Upon **motion duly made** by Ed Cambra, seconded by Christina Hage, and being unanimously approved, the Library Board of Trustees elect the Library Board of Trustees as presented.*

### **Committee Reports**

#### Expansion Committee

Monty Korte shared on behalf of this committee. He indicated the RFQ went out to architecture firms and a call with said firms was held on December 16, 2020 to respond to any questions. Final proposals was due December 20, 2020 and the committee will review on Monday, December 21, 2020. Molly Hanlon shared that there is a plot of land currently used as a park on the south end of Walker Farms. The Whitestown Town Council is voting in January 2021 to determine if this plot of land can be transferred to the library.

At this time, Molly Hanlon thanked Sandy Sifferlen for her years of service to the Library and for her leadership. Molly expressed she truly appreciates Sandy's attention to the process. Sarah Moore also thanked Sandy for providing support in her role as Executive Director. Monty Korte said it was great to work with Sandy and she served as a calming influence.

### Personnel Committee

The Personnel Committee met on December 11, 2020 to discuss the proposed Branch Manager position and job description. This role will be in charge of the Branch expected to be built in Whitestown/Worth Township.

*Upon **motion duly made** by Ed Cambra, seconded by Molly Hanlon, and being unanimously approved, the Board of Trustees approve the proposed job description for Branch Manager and the proposed pay range.*

### Policy Committee

Per a new law, the Library must pass a Criminal History Check Policy by the end of 2020 that state what our practice is regarding doing criminal history checks on staff and volunteers.

*Upon **motion duly made** by Christine Squier, seconded by Molly Hanlon, and being unanimously approved, the Board of Trustees approve the Criminal History Check Policy as presented.*

## **Director's Report**

### Nature Center

The Parks Department is working on an MOU between the Nature Center and the Library that will bring the Nature Center to the Library while their new building is being constructed.

### Parks Board

The Hussey-Mayfield Memorial Public Library has an appointment to the Parks Board. The current appointee is not interested in remaining on the Board and a new appointment will be needed.

This task will fall to the Nominating Committee currently comprised of Monty Korte as Sandy Sifferlen departs her role on the board. This task will be address in January 2021.

#### COVID-19 Service Plan

The Library's COVID Team worked with Chris Squier and Ed Cambra from the Board to develop a COVID-19 Service Plan that will guide the Library's decision-making around what services to open or restrict based on the state of the pandemic.

**SEE ATTACHMENTS.**

#### Motion for Reimbursement of Funds

The Library is already incurring costs related to building the branch. This motion allows the Library to be reimbursed for these costs with the proceeds from the bonds.

*Upon **motion duly made** by Monty Korte, seconded by Molly Hanlon, and being unanimously adopted with a roll call vote, the Board of Trustees resolved to approve the Resolution for Reimbursement of Funds.*

*Monty Korte was appointed by Sandy Sifferlen to record the roll call vote.*

*Recorded as:*

*Sandy Sifferlen – Yes*

*Monty Korte – Yes*

*Ed Cambra – Yes*

*Molly Hanlon – Yes*

*Micah Vincent – Yes*

*Christina Hage – Yes*

*Christine Squier – Yes*

**SEE ATTACHMENTS.**

#### Staff Compensation

The compensation schedule and Classification and Wages Document for 2021 will be reviewed at the January meeting.

Sarah Moore is now asking that the Board consider a one-time bonus for all staff that worked through the pandemic of up to \$500. In total, we have 38 active staff members at the moment. This would cost the Library \$19,000 total.

Staff have borne the weight of the pandemic while working to provide services and resources to our community and making themselves necessarily more vulnerable in the process. This is, without question, the most trying time that our Library has ever seen.

Our staff have stepped up and worked hard to completely upend our usual way of doing business in order to provide the services and resources that our community needs and expects during this time.

The stress of the pandemic has been difficult for the staff of the Library. Throughout most of the pandemic the Library has remained open in one way or another, putting staff in the position of being on the frontline and working directly with the public during an infectious disease outbreak. Other non-public facing staff have had to find ways to work remotely and provide new services and formats while also having limited interaction with coworkers and a patchwork of available technology.

Sarah believes there has never been a more important time to show staff they are appreciated and valuable to the organization.

*Upon **motion duly made** by Christina Hage, seconded by Molly Hanlon, and being unanimously approved, the Board of Trustees approve a one-time bonus of up to \$500 for current staff that worked through the pandemic to be given at the Director's Discretion.*

#### Bookmobile Payment

The Library's new bookmobile should arrive around the beginning of the year Sarah Moore is proposing making a payment up to \$75,000, depending on exact year-end finances, on the balance due (around \$140,000) before the end of the year. This would allow the Library to spread the payment of the bookmobile out across two fiscal years.

*Upon **motion duly made** by Molly Hanlon, seconded by Micah Vincent, and being unanimously approved, the Board of Trustees approve the payment of up to \$144,000 to Farber Specialty Vehicles for the cost of the Bookmobile. The final amount to be paid will be at the discretion of the Board Treasurer and the Executive Director.*

#### **Other Business**

#### **Next Meeting**

The next regular meeting of the Board of Trustees will be Thursday, January 21, 2021 at 6 PM on ZOOM.

#### **Adjournment**

*Upon **motion duly made** by Ed Cambra, seconded by Chris Squier, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:34 p.m.*

---

Molly Hanlon, Secretary

**Attachments for Regular Meeting**

Meeting Minutes: Regular Meeting on November 19, 2020  
Financial Reports as of November 30, 2020  
Branch Manager Job Description  
COVID-19 Service Plan  
Motion for Reimbursement of Funds

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