



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, January 21, 2021**

**6:00 PM – Special Meeting for 2019 Budget Transfers
Immediately Following – Board of Finance Meeting
Immediately Following – Regular Monthly Meeting of the Library Board**

A special meeting of the Board of Trustees was held on January 21, 2021, 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; Joey Houston, TAS Department Head; Kelli Brooks, YS Department Head; Patricia Van Arsdale, TAS Asst. Department Head; Phyllis Robinson, Finance Manager; Virginia Hilbert, Marketing Director; and Kimberly Olivares, Board Assistant were also present. In addition, Melissa Chrisman and Pete Prust were also present. Monty Korte, President, presided.

Secretary’s Report

Minutes of December 17, 2020 Regular Meeting

Upon motion duly made by Ed Cambra, seconded by Molly Hanlon, and being unanimously approved, the minutes of the regular meeting held on December 17, 2020 with the noted correction.

Treasurer’s Report

January Claims

Upon motion duly made by Ed Cambra, seconded by Sandy Sifferlen, and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for January 2021, as reviewed, approved, and audited by the Assistant Library Director, and approved for payment by the Treasurer.

Staff Reports

Mary Rueff and Kelli Brooks shared a video highlighting the youth service programming.

President’s Report

Committee Assignments

Monty Korte shared a rotation of board committee assignments as well as plan to collapse several of the like committees into one group. This information will be shared in detail via email by Monty in the coming days.

Parks Board Appointment

HMMPL has an appointment to the Zionsville Parks Board. The person selected to serve in this capacity last year will not be continuing. After discussion with the Mayor, it was suggested that Sarah Moore who had already been in contact about serving on this board regardless of her affiliation with HMMPL should be the library appointee.

*Upon **motion duly made** by Molly Hanlon, seconded by Christina Hage, and being unanimously approved, the Library Board of Trustees approve the appointment of Sarah Moore to the Town of Zionsville's Parks Board in 2021.*

Committee Reports

Expansion Committee

Land Selection

We are continuing to work with the Town of Whitestown to make a final selection of land for the branch location.

Timeline and Board Involvement

We have a basic timeline available, though delays may be inevitable with the pandemic. We also need to divvy up some of the expansion tasks among the Board.

Architecture Firm Selection

A Request for Qualifications (RFQ) was sent to 8 selected architecture firms in December. Six RFQ responses were returned. From these, 3 firms were selected for a round of Zoom interviews to select the final candidate. The expansion Committee and Executive Director met to discuss the interviews and KrM was selected by the group as the best fit to build the new branch in Whitestown/Worth Township.

SEE ATTACHMENTS.

*Upon **motion duly made** by Sandy Sifferlen, seconded by Christina Hage, and being unanimously approved, the Library Board of Trustees approve the selection of KrM to provide architectural design services for the upcoming Whitestown/Worth Township Branch.*

Personnel Committee

Assistant Director Reorganization

The Personnel Committee reviewed and approved the reorganization proposal to split the Assistant Director role into two distinct positions—The Assistant Director of Public Services and the Assistant Director of Operations. The Assistant Director of Public Services will be responsible for the Circulation, Youth, and Teen & Adult Departments. The Assistant Director of Operations will oversee the Facilities, Technical Services, and Outreach (in the future) Departments as well as be in charge of IT needs and working with our managed service provider.

Mary's role will be transitioned to the Assistant Director of Public Services position and the Assistant Director role will be hired through an interview process.

SEE ATTACHMENTS.

*Upon **motion duly made** by Sandy Sifferlen, seconded by Christine Squier, and being unanimously approved, the Library Board of Trustees approve the reorganization of the Assistant Director role into two distinct positions.*

*Upon **motion duly made** by Sandy Sifferlen, seconded by Christine Squier, and being unanimously approved, the Library Board of Trustees approve the job description for the Assistant Director of Public Services.*

*Upon **motion duly made** by Sandy Sifferlen, seconded by Christine Squier, and being unanimously approved, the Library Board of Trustees approve the job description for the Assistant Director of Operations.*

Classification and Wages Document

The Classification and Wages document has been updated to reflect the change to the Assistant Director role and to add the Branch Manager position.

SEE ATTACHMENTS.

*Upon **motion duly made** by Christine Squier, seconded by Christina Hage, and being unanimously approved, the Library Board of Trustees approve the 2021 Classification and Wages document.*

Salary Schedule

The updated salary schedule for 2021 is attached. The annual increase was set at 2% in the 2021 budget. This document continues with the compensation strategy set in 2019 when a review of competitive compensation was done. This strategy has the review of the salary ranges set to occur every three years, though there may be changes made early when the branch is completed.

SEE ATTACHMENTS.

*Upon **motion duly made** by Christine Squier, seconded by Christina Hage, and being unanimously approved, the Library Board of Trustees approve the 2021 Salary Schedule.*

Director's Report

Fine-Free Renewal

The Library Board voted in May of 2020 to temporarily go fine-free from June through the end of the year due to the financial hardships caused by the COVID-19 pandemic. The Board wanted to consider making this a permanent change in the future, dependent on the outcome of this change.

Sarah Moore recommends continuing the Library's fine free policy for another six months with a review of the data from one year of this policy to be used to make the determination about continuing this policy indefinitely. Data will be available at the May meeting for discussion.

*Upon **motion duly made** by Molly Hanlon, seconded by Christina Hage, and being unanimously approved, the Library Board of Trustees approve the continuation of the Library's Fine-Free policy through June 30, 2021.*

Personnel Approvals

The Branch Manager job description was approved at the December meeting. This will be a hire for the public face of the Library in Worth Township and the Expansion Committee has suggested that the Board participate in the process.

Sarah Moore recommends that the Personnel Committee appoint two Board members to be a part of the final round of interviews to represent the Board in the Branch Manager hire. She also recommends a change to the current hiring process. Currently, the Board reviews hires after the offer has been extended and often after the candidate has started work. It is the Board's responsibility to confirm new hires. She would like to suggest that the Personnel Committee reviews the information (resume, cover letter) for the final candidate selected for a position for approval before an offer is extended. Monty Korte will help select the 2 board members for this purpose.

Update to COVID Procedure

The Board reviewed the procedure for services available to the public during the pandemic in December. At that time, we used the Boone County Health Department's data to make any changes to service levels. After that meeting the Health Department changed the way they presented statistics and told me not to use the data we had planned to use to make our decisions. We are going to move to the State's statics to make these decisions in the future.

Nature Center MOU

The Zionsville Nature Center has submitted an MOU to partner with HMMPL to temporarily house their animals as well as explore joint programming options. The Library Board needs to approve this to allow Sarah Moore to sign the MOU.

*Upon **motion duly made** by Molly Hanlon, seconded by Christine Squier, and being unanimously approved, the Library Board of Trustees moves that Sarah Moore may sign the MOU with the Zionsville Nature Center.*

OTHER BUSINESS

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, February 18, 2021 at 6:00 PM via ZOOM.

Adjournment

*Upon **motion duly made** by Ed Cambra, seconded by Sandy Sifferlen, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:26 p.m.*

Christina Hage, Secretary

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on December 17, 2020
KrM Proposal
Assistant Director of Public Services job description
Assistant Director of Operations job description
Reporting Structure Outline

2021 Classification and Wages Document
2021 Salary Schedule

The following items will be distributed at the meeting:

Financial Reports as of January 21, 2021
Statistics for December 2020

January 2021 Library Board: Sandy Sifferlen, Monty Korte, Ed Cambra, Molly Hanlon, Christine Squier, Christina Hage, and Micah Vincent