



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, February 18, 2021**

**6:00 PM – 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; Patricia Van Arsdale, TAS Asst. Department Head; Virginia Hilbert, Marketing Director; Julie Bigler, Circulation Department Head; Laura Gangstad, YS Asst. Department Head; Sarah Childs, Tech Services Department Head; and Kimberly Olivares, Board Assistant were also present. Monty Korte, President, presided.

**Secretary’s Report**

Minutes of January 21, 2021 Regular Meeting & January 21, 2021 Special Meeting

*Upon motion duly made by Molly Hanlon, seconded by Ed Cambra, and being unanimously approved, the minutes of the regular meeting held on January 21, 2021 and the Special Meeting held on January 21, 2021 were approved.*

**Treasurer’s Report**

February Claims

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

**Staff Reports**

**President’s Report**

Board Committee Assignments

Monty Korte shared his goal as president to limit meetings to one hour with a focus on more executive level discussion and decisions. The committee meetings will be operational in nature and committee chairs should organization and set meetings as they see fit on a regular basis. Committee reports for the regular board meetings can be shared in writing to be included in the board packet.

**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. This is still in the works and we hope to have the item on the March agenda.

## Finance Committee

Ed Cambra asked about the review of banking options. Sarah Moore shared that Mary Rueff has been tasked with pulling banking quotes together and a suggested bank will be offered after the March 15, 2021 deadline for banking quotes.

## Director's Report

### Board Calendar

Sarah Moore and library staff have drafted a calendar of regular board activities so these can be better managed.

### Conflict of Interest Forms

These forms were emailed to each board member and still need to be returned by a few. Sarah Moore asked that you please complete this task so they can be upload to the Gateway as is required by the state library and board of accounts.

### Annual Stats Review

The stats for 2020 were different from what we have come to expect in recent years. With the Library completely closed for nearly three months and limited hours and services throughout the pandemic, we saw a definite decrease in activity. Many people also did not feel comfortable going into the Library due to concerns of community spread. We did see an increase in electronic resource usage that we expect to continue through the length of the pandemic and beyond as many more people became aware of these resources. We also saw regular use of our new curbside service and our chat with a librarian functionality.

Some of the changes in use patterns are highlighted below:

#### Circulation:

Physical circulation decreased by 36%  
Electronic circulation increased by 36%  
Holds increased by 98%

#### Visits:

Door count decreased by 57%  
Website usage increased by 12%

#### Programming (in-person and live remote):

Children's programming attendance decreased by 83%  
Adult programming attendance increased by 88%

#### Programming Including Recorded Programming:

Recorded views of all programming: 22,400  
Total program attendance, including in-person, live remote, and recorded views: 25,306  
Total program attendance in 2019: 30,271  
Overall programming attendance decreased by 16%

Special Services:  
Make-n-Take kits given out: 209  
Curbside appointments using the Libro app: 3,816  
Chat with a Librarian chats: 1,775

**OTHER BUSINESS**

**NEXT MEETING**

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

**Adjournment**

*Upon motion duly made by Ed Cambra, seconded by Molly Hanlon, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 6:38 p.m.*

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Christina Hage, Secretary

**Attachments for Regular Meeting**

Meeting Minutes: January 21, 2021 regular meeting; January 21, 2021 special meeting  
Statistics: Current year through January 31, 2021, Statistics from 2020  
Board Committee Assignments

Policies: Fines and Fees, Library Cards, Library Notices, Lost and Damaged Items, and Loan Periods, Limits, Renewals, and Holds  
Policy Calendar  
COVID Service Plan  
Board Calendar

**The following items will be distributed separately:**

Financial Reports as of February 18, 2021  
Financial Reports as of December 31, 2020 with budget transfers included

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