



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, June 17, 2021**

6:30 PM – Regular Monthly Meeting of the Library Board

A regular meeting of the Board of Trustees was held on June 17, 2021, beginning at 6:30 p.m. All members of the Board were present. Sarah Moore, Executive Director; Mary Rueff, Asst. Dir. of Public Services; Kimberly Olivares, Asst. Dir. Of Operations; Phyllis Robinson, Finance Manager; Julie Bigler, Circulation Department Head; Laurie Harris, Circulation Asst. Department Head; Laura Gangstad, YS Asst. Department Head; Virginia Hilbert, Marketing Director; Kelli Brooks, YS Department Head; Sarah Childs, Technical Services Department Head; Tracy Phillips; HMMPL Foundation Development Director; and Nicki Franklin; Bond Council from Peters Municipal Consultants, LTD.; and Jamie Alexander Ball, Whitestown Branch Manager were also present. Monty Korte, President, presided.

Secretary’s Report

Minutes of May 20, 2021 Regular Meeting

Upon motion duly made by Christina Hage, seconded by Julie Whitman, and being approved by the majority, the minutes of the regular meeting held on May 20, 2021 were approved.

Treasurer’s Report

May Claims

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

Staff Reports

Fine-Free Proposal

Kimberly Olivares, Assistant Director of Operations, and Julie Bigler, Circulation Services Department Head presented the outcome of the boards May 2020 decision to go temporarily fine-free. This motion was expiring on June 30, 2021.

Upon motion duly made by Julie Whitman, seconded by Molly Hanlon, and being unanimously adopted the Board of Trustees approve the Hussey-Mayfield Memorial Public Library to be fine-free permanently.

SEE ATTACHMENTS.

President's Report

Foundation Board Representative – Chris Squier has agreed to serve in this capacity. Monty Korte and Tracy Phillips will coordinate this transition.

Committee Reports

Infrastructure Committee – Christina Hage offered updates regarding the library's readiness in regards to cybersecurity.

SEE ATTACHMENTS.

Policy Committee – Julie Whitman indicated the Policy Committee recently met and would like to table the Meeting Rooms and Study Rooms Policies until the August 2021 meeting so they can be looked at more closely.

Upon motion duly made by Julie Whitman, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees approve the Access to Public Records policy as written.

Expansion Committee – Updates were given on the architecture plans and the bond process. The Town Council will vote on July 7, 2021 to approve the bonds as well as the library's expansion into Perry Township.

SEE ATTACHMENTS.

Director's Report

Insurance Renewal – Sarah Moore updated the Board on changes to the structure and pricing of the library's insurance quote. There was discussion to increase the amount of cybersecurity coverage during the bond and construction period as well as the need for additional information once the Whitestown land is officially owned by the library.

Upon motion duly made by Ed Cambra, seconded by Chris Squier, and being unanimously adopted, the Board of Trustees approve the renewal of the reviewed insurance policies for 2021-2022 and any changes as discussed up to and not exceeding an annual total of \$37,000.

DLGF Budget Calendar

Tentative Budget Calendar for FY 2022

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| June 30 | Deadline for State Budget Agency to provide Average Growth Quotient (AVGQ) |
| July | HMMPL Budget Committee of the Board meets to discuss the proposed budget. |
| July 14 | Department provides estimated max levy and cumulative fund rate estimates. |
| July 15 | Regular Library Board Meeting. Present the proposed budget. |
| July 30 | Department provides circuit breaker numbers. |
| Aug. 5 | Budget workshop with DLGF Field Representative. |
| Aug. 19 | Regular Library Board Meeting. The Board approves the budget notice. |
| Sept. 1 | The last date to submit proposed 2022 budgets, rates and levies to the County Council for <u>binding review</u> , if applicable. |
| Sept. 3 | Submit notice to taxpayers of proposed 2020 budgets and tax levies and notice to taxpayers of public hearing (Budget Form 3) to the Department through Gateway. (At least ten days before the public hearing – last possible date is Sept. 6, 2021.) |
| Sept. 16 | Regular Library Board Meeting. Board conducts Public Hearing on the 2022 Budget as advertised. The last date for the public hearing is October 22, 2021. |
| Oct. 21 | Board adopts budget at regular Board meeting. The last date for adoption is November 1, 2019. |
| Nov. 8 | Last day for units to submit their 2022 budgets, tax rates, and tax levies to the DLGF through Gateway as prescribed by the Department. |

Upon motion duly made by Julie Whitman, seconded by Ed Cambra, and being unanimously approved, the Board of Trustees approve the tentative dates for the 2022 Budget Processing Calendar, beginning June 30, 2021 and ending November 8, 2021 to complete the 2022 budget approval, review, and submission process.

New Hires

The Board needs to approve two new hires.

Youth Services Librarian II:

This position opened after the resignation of Becky Stuck from the Youth Services Department. The position has been offered to Michelle Stallman. Michelle is a lifelong resident of Zionsville that grew up visiting the Library. She was a Page/Student Assistant for HMMPL for six years and will complete her MLS degree in December.

Upon motion duly made by Chris Squier, seconded by Christina Hage, and being unanimously approved, the Board of Trustees approve the hire of Michelle Stallman as a Youth Services Librarian II at the pay rate offered.

Outreach Services Department Head

This is a new position created to run and manage services with the bookmobile. This position has been offered to Lydia Lutz. Lydia has been in the position of Outreach Librarian in the Adult services Department at HMMPL since the fall of 2019. She has been an asset to the Library and has a passion for outreach work.

Upon motion duly made by Chris Squier, seconded by Christina Hage, and being unanimously approved, the Board of Trustees approve the hire of Lydia Lutz as the Outreach Services Department Head at the pay rate offered.

OTHER BUSINESS

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, July 15, 2021 at 6:30 pm in the Hussey Room. Note this meeting will also include a public hearing on the bonds.

Adjournment

Upon motion duly made by Christina Hage, seconded by Julie Whitman, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:52 p.m.

Christina Hage, Secretary

Attachments for Regular Meeting

Meeting Minutes: Regular Meeting on May 20, 2021

Financial Reports as of May 31, 2021

Statistics through May 31, 2021

Access to Public Records Policy

Meeting Rooms Policy

Study Rooms Policy

Copy of slides from the June 7, 2021 presentation to the Zionsville Town Council

Workers Compensation Insurance Renewal Documents

The following items will be distributed at the meeting:

Financial Reports as of June 15, 2021

June 2021 Library Board: Monty Korte, Ed Cambra, Molly Hanlon, Christine Squier, Christina Hage, Julie Whitman, and Rebecca Carter