



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, August 19, 2021**

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

A regular meeting of the Board of Trustees was held on August 21, 2021, beginning at 6:30 p.m. Board members present were Monty Korte, Molly Hanlon, Christina Hage, Ed Cambra, Julie Whitman, Chris Squier, and Becky Carter. Sarah Moore, Executive Director; Mary Rueff, Asst. Dir. of Public Services; Kimberly Olivares, Asst Dir. Of Operations; Phyllis Robinson, Finance Manager; Joey Houston, TAS Department Head; Shelby Couch, TAS Librarian; Virginia Hilbert, Marketing Director; Kelli Brooks, YS Department Head; Sarah Childs, Technical Services Department Head; Jamia Alexander Ball, Whitestown Branch Manager; Melissa Chrisman, MAC PR Firm; and Tracy Barron, HMMPL Foundation Development Director were also present. Scott Chinn, legal counsel joined remotely. Monty Korte, President, presided.

**Secretary’s Report**

Minutes of the July 15, 2021 Regular Meeting and Public Hearing and the two Public Hearings on July 26, 2021

*Upon motion duly made by Christina Hage, seconded by Molly Hanlon, and being approved by the majority, the minutes of the regular meeting held on July 15, 2021, the Public Hearing held on July 15, 2021, and the two Public Hearings held on July 26, 2021 with the changes noted were approved.*

**Treasurer’s Report**

August Claims

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

## **Foundation Report**

Tracy Barron, Development Director of HMMPL Foundation shared that the Foundation Board has approved a sponsorship packet for the Whitestown Branch as well as a shift in focus to put all fundraising efforts from the Foundation toward the new branch from this point until the branch is open.

Tracy also shared that an angel donor has donated \$25,000 and offered an additional \$25,000 in matching funds. The Community Foundation of Boone County also offered a matching donation of \$12,500 through October 2021. This opportunity will be fed with a mailing to existing cardholders.

## **Committee Reports**

### **Policy Committee**

Policy Committee Update

*Upon **motion duly made** by Julie Whitman, seconded by Chris Squier, and being unanimously approved, the Board of Trustees approve the Access to Internet Use Policy, Behavior on Library Property Policy, and the Posting on Bulletin Boards and Grounds Policy as updated.*

### **Resolution**

Promotion of Library Programs and Services Policy – This policy is no longer needed.

*Upon **motion duly made** by Julie Whitman, seconded by Molly Hanlon, and being unanimously approved, the Board of Trustees approve the removal of the Promotion of Library Programs and Services Policy.*

### **Personnel Committee**

#### **Updated Job Descriptions**

The Board needs to approve two updated job descriptions for the Collection Development Librarian and the TAS Librarian.

*Upon **motion duly made** by Chris Squier, seconded by Becky Carter, and being unanimously approved, the Board of Trustees approve the job description for the Collection Development Librarian and the TAS Librarian II.*

**ATTACHED**

#### **New Hires**

The Board needs to approve two new hires.

### Teen and Adult Services Librarian II

This position opened after the promotion of Lydia Lutz to Outreach Services Department Head. This position has been offered to Shirley Shackelford. Shirley has extensive library experience working in Florida libraries and has relocated to Indiana. She was a Reference Librarian at the Miami-Dade County Public Library most recently.

*Upon motion duly made by Chris Squier, seconded by Julie Whitman, and being unanimously approved, the Board of Trustees approve the hire of Shirley Shackelford as a Teen and Adult Librarian II at the pay rate offered.*

### Collection Development Librarian

This position is opening as a result of the retirement of Jamie Schlenk who currently holds the position. Jamie will retire as of August 20, 2021 after 20 years at the library. This position has been offered to Carrie Voliva. Carrie was most recently the Serials Specialist at Indianapolis Public Library. Carrie lives locally and is excited to join HMMPL as we grow into the Whitestown branch.

*Upon motion duly made by Chris Squier, seconded by Becky Carter, and being unanimously approved, the Board of Trustees approve the hire of Carrie Voliva as a Collection Development Librarian at the pay rate offered.*

### Marketing Assistant

This position has been offered to Zachary Robinson.

*Upon motion duly made by Chris Squier, seconded by Julie Whitman, and being unanimously approved, the Board of Trustees approve the hire of Zachary Robinson as a Marketing Assistant at the pay rate offered.*

### Expansion Committee

#### **Open House**

KRM is hosting 2 open houses. One in person on August 26, 2021 at the Whitestown Municipal Building and another online on September 9, 2021. These will be opportunities for public comment on the building.

Kimberly Olivares will investigate if the open house needs to be posted as a public meeting if a quorum of trustees will be in attendance.

#### **Land Transfer**

Monty Korte and Scott Chinn shared updates on the land transfer for the new branch and the nuances that have been considered in tailoring the Economic Development Agreement that is being used to transfer the land. In the meantime, an access agreement has been signed to allow the library to have a test well drilled in anticipation of the geothermal system.

## Finance Committee

### **Final Bond Resolution**

After the preliminary public hearing on July 15, 2021 and the second public hearing on July 26, 2021 with no public comment, the Board of Trustees of the Hussey-Mayfield Memorial Public Library resolve to approve and authorize the sale of bonds to procure funds to be applied to the cost of the Whitestown Branch Library and related matters.

*Upon **motion duly made** by Ed Cambra, seconded by Julie Whitman, and being unanimously approved, the Board of Trustees approve the resolution 2021-8-2 Final Bond Resolution of the Board of Trustees of the Hussey-Mayfield Memorial Public Library Authorizing the Issuance and Sale of Bonds of the Library District of the Library to Procure Funds to be Applied to the Cost of a Certain Proposed Project and Related Matters.*

### **FY 2022 Budget**

Phyllis Robinson and Sarah Moore met with our DLGF field representative on August 6 with all our financials and draft 2021 budget. Circuit breaker numbers came in at \$117,360. The maximum budget is \$3,464,033.

The public hearing is scheduled for the regular board meeting on September 17 at 6:00.

*Upon **motion duly made** by Ed Cambra, seconded by Chris Squier, and being unanimously approved, the Board of Trustees authorize the Library Director to advertise the FY 2022 budget notice after review by the Finance Committee.*

**SEE ATTACHMENTS**

### **Resolution to loan funds from Rainy Day to the Construction Fund**

This allows the library to add additional funds to the construction fund established by Resolution 2021-5-1 in May 2021 in advance of issuing the bonds.

*Upon **motion duly made** by Julie Whitman, seconded by Ed Cambra, and being unanimously approved, the Board of Trustees approve the resolution 2021-8-3 for a temporary loan to the Construction Fund from Rainy Day.*

After board discussion, there will be a monthly update on the state of the construction fund. In addition, another board meeting will be scheduled to allow for an in-depth look at the summary of projected costs for the branch.

## **Director's Report**

### **eRate**

In order to file for eRate for next year, the following forms must be approved by the Library Board and filed with the State Library:

- Form 479 to certify that the Library is in compliance with the Children's Internet Protection Act (CIPA)
- Letter of Agency to give authority to AdTec to file eRate forms on behalf of HMMPL for 2021-2022.
- New Board Resolution to continue in the consortium (see attached).

*Upon **motion duly made** by Julie Whitman, seconded by Christina Hage, and being unanimously approved, the Board of Trustees resolve to direct the Library Director to sign Form 479 and authorization form for filing eRate on behalf of HMMPL.*

*Upon **motion duly made** by Julie Whitman, seconded by Christina Hage, and being unanimously approved, the Board of Trustees approve the Resolution to continue with the Indiana State Library Consortium for Public Library Internet Access.*

### **SEE ATTACHMENTS**

#### **Fall Festival Half Day Closure**

The annual Zionsville Fall Festival parade is being held on Saturday, September 11. The Library requests to close during the morning to participate in the parade. The Library would open at 1:00 after the parade.

*Upon **motion duly made** by Julie Whitman, seconded by Christina Hage, and being unanimously approved, the Board of Trustees authorize the Director to delay opening of the Library on Saturday, September 11, 2021 until 1:00 pm so staff may participate in the Fall Festival Parade.*

### **OTHER BUSINESS**

#### **NEXT MEETING**

The next regular meeting of the Board of Trustees will be Thursday, September 16, 2021 at 6:30 pm in the Hussey Room.

### **Adjournment**

*Upon **motion duly made** by Julie Whitman, seconded by Christina Hage, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:45 p.m.*

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Christina Hage, Secretary

**Attachments for Regular Meeting**

Meeting Minutes: Meeting Minutes: Regular Meeting on July 15, 2021

Meeting Minutes: Public Hearing on July 15, 2021

Meeting Minutes: Public Hearing on July 18, 2021 [2 sets]

Financial Reports as of July 31, 2021

Statistics through July 31, 2021

FY2022 Budget

eRate resolution

CIPA Form 479

eRate Letter of Agency

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