



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, September 16, 2021**

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

A regular meeting of the Board of Trustees was held on September 16, 2021, beginning at 6:30 p.m. Board members present in person were Monty Korte, Molly Hanlon, Ed Cambra, Julie Whitman, Chris Squier, and Becky Carter. Christina Hage joined electronically. Sarah Moore, Executive Director; Mary Rueff, Asst. Dir. of Public Services; Kimberly Olivares, Asst Dir. Of Operations; Phyllis Robinson, Finance Manager; Virginia Hilbert, Marketing Director; Kelli Brooks, YS Department Head; and Jamia Alexander Ball, Whitestown Branch Manager, were also present in person. Lydia Lutz, Outreach Department Head, and Patricia VanArsdale, TAS Asst Department Head joined remotely. Monty Korte, President, presided.

**Secretary's Report**

**Minutes of the August 19, 2021 Regular Meeting**

*Upon motion duly made by Christina Hage, seconded by Ed Cambra, and being approved by the majority, the minutes of the regular meeting held on August 19, 2021 with the change noted were approved.*

**Treasurer's Report**

**September Claims**

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

In order to tide the Library over until the bonds are sold, a temporary loan needs to be made from the Rainy Day Fund to the Construction Fund.

*Upon motion duly made by Ed Cambra, seconded by Becky Carter, and being unanimously adopted, the Board of Trustees authorized the transfer of \$60,000 from the Rainy Day Fund to the Construction Fund as a temporary loan.*

## **Staff Report**

Marketing Director, Virginia Hilbert, announced that Senior Graphic Artist, Annette Knox, is retiring and her last day is tomorrow, Friday, September 17, 2021. The Hussey Room was decorated for her retirement party celebration, held today and tomorrow, with examples of Annette's work throughout her time with the Library, and includes a Memory Box for library colleagues to sign, which was created by one of our new employees, TAS Librarian Shirley Shackelford. As the Library's Graphic Artist, Annette has created every flyer, newsletter, sign, poster, banner, logo, and website graphic during her 22-year tenure. The Library's physical image in our community has been masterfully created by Annette, and her talents and creativity will be sorely missed. We wish her well in her retirement!

## **Committee Reports**

### **Infrastructure Committee**

Committee Chair, Christina Hage, directed the board to the Infrastructure Committee report included in the board packet. She brought to the board's attention the current issues with the air handlers. A report was commissioned by the library board about 5 years ago that outlined all of the infrastructure systems in the building, including the two air handlers, and provided timelines for when the systems will need maintenance and when they should need to be replaced. The report was done by Victor Landfair of Skillman Corporation and Kimberly Olivares will email an electronic version to the full board. There was discussion about asking for the report to be extended to include the costs for the outlined maintenance, but it was decided that this information would not be valuable enough for the cost it would incur. For the benefit of newer board trustees, Monty Korte provided information about the historical issues with the dry sprinkler system and ways they have been dealt with. In addition to the information provided in the Infrastructure Report about IT, Kimberly Olivares advised the board that she has worked with Axia TP to create a 4-year computer replacement schedule and Sarah Moore advised that the costs incurred by this has been built into the Library's operating budget.

### **Expansion Committee**

## **Open House**

Expansion Committee Chair, Molly Hanlon, reported that the two open houses sponsored by KrM were held since the last library board meeting. The in-person open house held on August 26, 2021 at the Whitestown Municipal Building was

well attended. There were many positive and productive comments provided on the comment cards. The second virtual open house held on September 9, 2021 did not have a lot of public attendance, but those who did attend provided productive comments and suggestions. The library board commended the KrM staff for a job well done on the open houses. The virtual open house was recorded and library staff will find out how to get a copy of the recording and post it to the expansion website.

## **Land Transfer**

The library board needed to approve the ability for the Executive Director to sign the land transfer agreement.

*Upon **motion duly made** by Molly Hanlon, seconded by Julie Whitman, and being unanimously approved, the Board of Trustees approved the Library Director to sign the land transfer agreement for 6310 Albert S. White Drive, Whitestown.*

There was discussion about the woods behind the building site for the Whitestown Branch and the fact that several dead trees will need to be removed. Sarah Moore shared that the Zionsville Parks Board recently hired a new employee who is also an arborist, and she plans to talk with him about the woods and the trees that need to be removed.

## **Director's Report**

### **Bonds**

Executive Director, Sarah Moore, announced that the bonds have received a rating of AA-, which is what the Library has had on bonds in the past. Everything is going forward and we have an idea of a possible interest rate. Hamilton East Public Library (serving Noblesville and Fishers in Hamilton County) recently had a 4% interest rate and other construction projects that were not libraries were in the 2% to 3% range. So, it is anticipated that HMMPL's interest will not be above 4% and hopefully may be lower.

### **Budget Discussion**

Executive Director, Sarah Moore, shared that the 2022 budget is very straightforward, like a usual budget HMMPL has had in the past. It will include the 2021 budget, plus the allowable growth quotient. Over 2022, the operating budget will fund the current building and services and begin to ramp up the Whitestown Branch with materials and the hiring of branch staff later in the year. Next year, work will begin on the 2023 budget for both branches.

For the 2022 budget, there needs to be a public hearing at least 10 days before the budget is voted on and passed by the library board at the October 21, 2021 regular meeting. The exact date will be decided once calendars can be checked among those who need to attend and then it will be advertised to the public.

### **Surplus Items**

A list of items to declare as surplus was included in the board packet.

*Upon **motion duly made** by Julie Whitman, seconded by Ed Cambra, and being unanimously approved, the Board of Trustees declared the listed items as surplus to be removed from use in the Library.*

### **OTHER BUSINESS**

#### NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, October 21, 2021 at 6:30 pm in the Hussey Room.

### **Adjournment**

*Upon **motion duly made** by Julie Whitman, seconded by Christine Squier and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:33 p.m.*

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Christina Hage, Secretary

#### **Attachments for Regular Meeting**

Meeting Minutes: Regular Meeting on August 19, 2021  
Financial Reports as of August 31, 2021  
Statistics through August 31, 2021  
Maintenance Report for July-August 2021  
Surplus Items List

***The following items will be distributed at the meeting:***

Financial Reports as of September 15, 2021

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