



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

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

A regular meeting of the Board of Trustees was held on October 21, 2021, beginning at 6:30 p.m. Board members present were Monty Korte, Molly Hanlon, Ed Cambra, Christina Hage, Chris Squier, and Becky Carter. Julie Whitman was absent. 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; Jamia Alexander Ball, Whitestown Branch Manager, Lydia Lutz, Outreach Dept. Head, Sarah Childs, Technical Services Dept. Head, Joey Houston, TAS Dept. Head, Julie Bigler, Circulation Dept. Head, Shelby Couch, TAS Librarian, and Tracy Barron, HMMPL Foundation Chief Development Officer, were also present. Monty Korte, President, presided.

**Secretary’s Report**

**Minutes of the September 16, 2021 Regular Meeting**

*Upon motion duly made by Christina Hage, seconded by Rebecca Carter, and being unanimously approved, the minutes of the regular meeting held on September 16, 2021 were approved.*

**Minutes of the September 16, 2021 Budget Public Hearing**

*Upon motion duly made by Christina Hage, seconded by Ed Cambra, and being unanimously approved, the minutes of the budget public hearing held on September 16, 2021 were approved.*

**Minutes of the September 16, 2021 Special Meeting**

*Upon motion duly made by Christina Hage, seconded by Ed Cambra, and being unanimously approved, the minutes of the special meeting held on September 16, 2021 were approved.*

## **Treasurer's Report**

### **October 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 October 2021, as reviewed, approved, and audited by the Assistant Library Director of Public Services, and approved for payment by the Treasurer.*

## **Foundation Report**

HMMPL Foundation Chief Development Officer, Tracy Barron, expressed that she had been excited upon hearing that the fundraising of \$1,000,000 for the Whitestown Branch would be a partnership. However, she is concerned about the Library Board overstepping its boundaries over the Library Foundation, which is a separate 501c3 nonprofit organization. It is not something that she can work with, and will submit her resignation this evening if it is desired. Library Board President, Monty Korte, thanked Tracy for her comments.

## **Staff Reports**

Financial Manager, Phyllis Robinson, informed the Library Board that all is in order to approve the two resolutions to establish a Bond and Interest Redemption Fund and a Construction Fund to repay temporary loans to the Rainy Day Fund.

*Upon motion duly made by Ed Cambra, seconded by Chris Squier, the Board of Trustees unanimously approved Resolution 2021-10-1 to establish a Bond and Interest Redemption Fund.*

*Upon motion duly made by Ed Cambra, seconded by Chris Squier, the Board of Trustees unanimously approved Resolution 2021-10-2 to establish a Construction Fund to repay temporary loans to the Rainy Day Fund.*

The Hussey-Mayfield Memorial Public Library approves an annual appointment to the Zionsville Parks Board and it is the time of year to make that appointment.

*Upon motion duly made by Christina Hage, and seconded by Molly Hanlon, the reappointment of Sarah Moore to the Zionsville Parks Board was unanimously approved.*

## **Committee Reports**

### **Finance Committee**

*Upon motion duly made by Ed Cambra, seconded by Christina Hage, and being unanimously adopted, the Board of Trustees resolved that the 2022 Budget Resolution for Appropriations and Tax Rate be approved and adopted: the proposed 2022 budget totals are \$2,987,128 for the Operating Fund; \$20,500 for the Library Improvement Reserve Fund; \$533,500 for the Lease Rental Payment Fund; and \$53,792 for the Rainy Day Fund.*

### **Infrastructure Committee**

Executive Director, Sarah Moore, described the grant that the Library was awarded from the Indiana State Library using Federal ARPA grant funds to purchase a transit van for the Library to use to transit materials and items between our branches, transport items to do remote programs and events, and use to transport smaller groups of staff to conferences and meetings. An extensive comparison was done to the cost of hiring a courier service rather than purchase a vehicle, and it would cost \$20,000 more over 5 years than purchasing and maintaining a vehicle, plus using a courier would not be as versatile for the Library's use, as it would be only used to transit materials between branches. Ms. Moore sought the Library Board's approval to sign the grant award documents.

*Upon motion duly made by Christina Hage, and seconded by Molly Hanlon, the Board of Trustees unanimously approved the Executive Director to sign grant award documents in the amount of \$26,050 to be used to purchase a Library vehicle.*

### **Policy Committee**

*Upon motion duly made by Chris Squier, and seconded by Ed Cambra, the Board of Trustees unanimously approved the Meeting Rooms, Study Rooms, and MakerSpace Policies as written.*

### **Personnel Committee**

*Upon motion duly made by Chris Squier, and seconded by Rebecca Carter, the Board of Trustees unanimously approved the hiring of Mary Gillot as the Graphic Artist at the pay rate offered.*

## Expansion Committee

### **Construction Update**

Executive Director, Sarah Moore, reported that the geothermal test wells were delayed which has delayed the bid opening date to October 27<sup>th</sup>. The delay in opening the bids was done to limit the financial costs associated with change orders for the wells by having accurate data for the original bid documents. The Library Board will be voting on the winning bid at the November 18, 2021 monthly board meeting.

Ms. Moore also reported that the land transfer will hopefully happen any day. Everything is ready except that Exhibit A was not attached to the document by the Town of Whitestown. Once that is attached, she will sign the document.

Ms. Moore met with the new Director of Maintenance for the Zionsville Parks Department, Greg Dickenson, who is also an arborist. They visited the woods behind the building site. Mr. Dickenson identified approximately 25 dead ash trees that will need to be removed at a cost of \$800-\$900 each. Fortunately, they will not need to be hauled away, and can be left lying on the forest floor to decompose back into the earth.

Trustee Molly Hanlon indicated that once the land transfer has been made, representatives from the Library would like to, through an open and communicative dialogue, meet with the neighbors in the area to discuss the woods, which are well used year-round.

Mr. Dickenson also identified that the row of trees along the road that will need to be taken out for construction are all Bradford Pear trees, which are an invasive species and should be removed anyway because of this.

### **Director's Report**

#### **Mary Rueff's retirement**

Executive Director, Sarah Moore, announced that a retirement party for Mary Rueff, who is retiring after working at HMMPL for more than 30 years, will be held on Tuesday, November 16, 2021, from 4 – 6 pm in the Hussey Room. Mary's last day is Friday, November 19, 2021.

#### **Staff Development Day**

Executive Director, Sarah Moore, reported that the Staff Development Day will be held on Friday, November 5, 2021. Topics will include Change Management (provided by Comedy Sportz), Self Care for Librarians (provided by the Indiana State Library),

Disability Awareness (provided by Easterseals Crossroads of Indiana), Zionsville History, which will include a walk around town (provided by the SullivanMunce Cultural Center), and updates from staff committees and administration.

### **Strategic Plan Update**

The 2021 3<sup>rd</sup> quarter list of activities related to the Library's 2020-2023 Strategic Plan was attached in the board packet. Sarah Moore, Executive Director, commented how proud she is of our staff for their efforts to follow the Plan and meet the goals and objectives, particularly with community engagement, and mentioned how great it was to see all the outreach and collaboration that our staff has done in the last quarter.

### **OTHER BUSINESS**

After hearing comments by Library Board President, Monty Korte about not knowing that a back staircase existed in the Library building, Executive Director, Sarah Moore, asked if the board would like to have a tour of the Library after the November board meeting. A tour was requested and Mary Rueff will provide it.

### **NEXT MEETING**

The next regular meeting of the Board of Trustees will be Thursday, November 18, 2021 at 6:30 pm in the Hussey Room.

### **Adjournment**

*Upon motion duly made by Ed Cambra, seconded by Christina Hage and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:14 p.m.*

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Christina Hage, Secretary

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