



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

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

A regular meeting of the Board of Trustees was held on November 18, 2021, beginning at 6:30 p.m. Board members present in person were Monty Korte, Molly Hanlon, Ed Cambra, Julie Whitman, Chris Squier, Christina Hage, and Becky Carter. Sarah Moore, Executive Director; Mary Rueff, Asst. Dir. of Public Services; Kimberly Olivares, Asst Dir. Of Operations; Virginia Hilbert, Marketing Director; Kelli Brooks, YS Department Head; Joey Houston, TAS Department Head; Julie Bigler, Circulation Department Head; Laura Gangstad, YS Asst Dept Head; Sarah Childs, Technical Services Department Head; and Jamia Alexander Ball, Whitestown Branch Manager, were also present in person. Monty Korte, President, presided.

Secretary's Report

Minutes of the October 21, 2021 Regular Meeting

Upon motion duly made by Christina Hage, seconded by Chris Squier, and being approved by the majority, the minutes of the regular meeting held on October 21, 2021.

Treasurer's Report

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

Staff Report

Mary Rueff thanked the staff and board for the retirement party held on Tuesday, November 16th. She also expressed her thanks to the HMMPL Foundation for funding

the departing gift to memorialize her time with the library. The gift will be installed in Spring 2022.

President's Report

Mary Rueff's Retirement

RESOLVED, That the Board of Trustees of the Hussey-Mayfield Memorial Public Library on the occasion of the retirement of Mary Rueff from the Board upon having served over 30 years, recognizes her many contributions through dedicated service as a Children's Librarian, Youth Services Department Head, and Assistant Director of the Hussey-Mayfield Memorial Public Library. Mary's warmth, historical knowledge, and experience will be greatly missed.

Committee Reports

Infrastructure Committee

Committee Chair, Christina Hage, directed the board to the Infrastructure Committee report. Christina indicated there would be a template created for future reports to indicate news on all major systems in the building(s).

Policy Committee

Upon motion duly made by Julie Whitman, seconded by Ed Cambra, and being unanimously approved, the Library Board of Trustees approve the Purchasing, 2022 Holiday Closings, Social Media, and Wifi Lending policies as written.

The policy committee will be making changes as discussed to the Donations Policy and revisit the approved at a future board meeting.

Personnel Committee

Upon motion duly made by Chris Squier, seconded by Julie Whitman, and being unanimously approved, the Library Board of Trustees approve the hire of Jenny Gunn as Circulation Services Assistant at the pay rate offered.

Upon motion duly made by Chris Squier, seconded by Julie Whitman, and being unanimously approved, the Library Board of Trustees approve the hiring of Joey Houston as the Assistant Director of Public Services at the pay rate offered.

Upon motion duly made by Chris Squier, seconded by Julie Whitman, and being unanimously approved, the Library Board of Trustees approve the temporary hiring of Jean Patterson as the Chief Financial Officer at the pay rate offered.

Upon motion duly made by Chris Squier, seconded by Julie Whitman, and being unanimously approved, the Library Board of Trustees approve the transfer of Phyllis Robinson into the role of Bookkeeper at the pay rate offered.

Expansion Committee

The bids for the Branch have been received. The lowest bid was from SCS Construction at \$8,786, 200. The second lowest bid was from Mattcon at \$8,900,000. The bids are attached to this packet for your review.

The Expansion Committee has met with a fundraising professional and are exploring a feasibility study for raising the necessary funds for the wishlist items on the new branch.

Land Transfer

The final agreement has been reached, Sarah Moore has signed and is waiting on a fully executed contract in the coming days.

Press release will be issued after the Thanksgiving holiday.

Director's Report

Establish an ARP Fund

The State requires us to start an American Rescue Act Fund to receive the grant money we were awarded.

Upon motion duly made by Julie Whitman, seconded by Ed Cambra, and being unanimously approved, the Library Board of Trustees approve Resolution 2021-11-01 to Establish an ARP Fund.

Reimbursement Resolution

This is a resolution to reimburse the Library for expenses related to the branch construction made before the bond proceeds were received and in addition to the temporary loans from Rainy Day.

Upon motion duly made by Chris Squier, seconded by Molly Hanlon, and being unanimously approved, the Library Board of Trustees approve Resolution 2021-11-02 to Reimburse the Library for expenses related to construction of the Whitestown Branch.

OTHER BUSINESS

NEXT MEETING

A Special Meeting of the Board of Trustees will be held on Tuesday, November 30, 2021 at 6:30 pm in the Hussey Room to make the final decision on a general contractor for the new branch.

The next regular meeting of the Board of Trustees will be Thursday, December 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 7:28 p.m.

Christina Hage, Secretary

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