



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, February 17, 2022**

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

A special meeting of the Board of Trustees was held on February 17, 2022, beginning at 6:32 p.m. Members of the Board present include Monty Korte, Becky Carter, Julie Whitman, Ed Cambra, Molly Hanlon, and Chris Squier. Sarah Moore, Executive Director; Joey Houston, Asst. Director of Public Services; Kelli Brooks, YS Department Head; Kimberly Lane, Asst. Director of Operations; Sarah Childs, TS Department Head; Lydia Lutz, Outreach Department Head; Jamia Alexander Ball, Whitestown Branch Manager; and Jean Patterson, CFO; Virginia Hilbert, Marketing Director, Carrie Voliva, Collection Development Librarian; Julie Bigler, Circulation Services Department Head; and Melissa Chrisman, Marketing Consultant were also present. Monty Korte, President, presided.

Secretary's Report

Minutes of January 20, 2022 Regular Meeting

Upon motion duly made by Julie Whitman, seconded by Ed Cambra, and being unanimously approved, the minutes of the regular meeting held on January 20, 2022.

Treasurer's Report

February 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 February 2022, as reviewed, approved, and audited by the Assistant Library Director of Public Services, and approved for payment by the Treasurer.

Jean Patterson will verify they end of year and construction loans were paid back or transferred to appropriate accounts.

Other Business

Chris Squier asked that all board members hold the date of August 20, 2022, for the Jubilee Ball hosted by the HMMPL Foundation.

Staff Reports

ZCS Cards Project

Julie Bigler shared that after partnering with ZCS to provide electronic access cards to each ZCS student who requested one at registration, the library has issued 7,818 ecards to ZCS students. This will allow students to access all electronic resources. A student page has been added to the library website to highlight these tools.

Other library staff are working to enter the students and train both students and teachers on how to effectively use these resources. These new cards will have no connection to existing accounts.

President's Report

Board Committee Assignments

Monty Korte asked that any board member that wishes to change committee assignments contact him. Sarah Moore will forward existing assignment list to the board after this meeting. Board assignments are also listed on the website under each board members name/picture.

Committee Reports

Policy Committee

Review of Alcohol, Adults in the Youth Services Department, Unattended Children, and Collection Development policies as well as the Request for Reconsideration form.

Upon motion duly made by Julie Whitman, seconded by Becky Carter, and being unanimously approved, The Library Board of Trustees approve the Alcohol, Adults in Youth Services Department, Unattended Children, and Collection Development policies as written.

Sarah Moore will share additional resources on challenges to libraries available from the United for Libraries group.

Expansion Committee

- Melissa Chrisman
Melissa shared with the board the plan to control the messaging and timing of news on the project.
- Land Contract
COMPLETE! Press release has been issued and picked up by other media outlets.
- Construction Contract
In the final stages of being signed.

SEE ATTACHMENTS.

Personnel Committee

New Hire: We have selected Crystal Ward as the new Teen and Adult Services Department Head. Crystal Ward comes to us most recently from the Anderson Public Library where she was the Manager of Information Services (a different name for the Teen & Adult Services Department Head). She has a wide variety of experiences and knowledge in her background, and we believe she will be a great fit for the team. Her first day will be 2/28/22.

Upon motion duly made by Chris Squier, seconded by Julie Whitman, and being unanimously approved, the Library Board of Trustees approve the hire of Crystal Ward as the new Teen and Adult Services Department Head at the pay rate offered.

Director's Report

Jean Patterson

Jean Patterson, the new part-time CFO introduced herself.

Election Site

The library will once again serve as an election site. There was some discussion of the placement of yard signs and if they can be kept from the area immediately adjacent to Eagle Elementary School.

Board Calendar

A calendar of regular tasks handled by the Board is attached and available for annual review.

Conflict of Interest

Everyone will be given a conflict-of-interest form. It is required that each Board member fill this out annually and we will upload it to the Indiana Gateway.

Annual Stats Review

Our stats continued to be greatly impacted by the pandemic in 2021.

Circulation came back in a big way. Though we were still closed to foot traffic for the first 8 weeks of 2021, and we remained closed every Sunday for the entire year, we saw our circulation rebound. Circulation was the highest of any year in library history except 2019. That was a 25% increase over 2020.

Electronic material circulation went up by approximately 19% from 2020 and foot traffic was down by 1.9% from 2020, suggesting that patrons were finding new ways to use the Library as the pandemic continued to shape daily life.

Homebound and retirement center visits went up from 2020 by 25.9% and 421% respectively with the creation of the Outreach Department and the addition of the bookmobile in late summer.

Program attendance was down by 57% from 2020, which is a direct result of fewer programs being offered in 2021. This is likely because we were open, but often not programming in person. During the previous year, we took advantage of the more limited hours and even full closure to offer a wide variety of online programming. With the doors open and staffing needed in the building, but group gatherings discouraged, our programming numbers suffered. When in-person programming was offered, attendance was up by 32.6% from 2020. In the month of October, when we were able to take part in several outdoor community events and hold outdoor programming during comfortable temperatures, we saw programming numbers go back up to former levels.

Boone County Chamber Impact Award

We were awarded the Boone County Chamber's Impact Award for February 2022. We have a framed certificate displayed at the first floor Circulation Desk.

United Way and Read Across America

We have been contacted by the United Way of Central Indiana to be given 150-200 books to distribute to kids for Read Across America Day on March 2nd.

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, March 17, 2022, at 6:30 PM in the Hussey Room of the Library.

Adjournment

Upon motion duly made by Julie Whitman, seconded by Ed Cambra, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:34 PM.



Christina Hage, Secretary

February 2022 Library Board: Monty Korte, Ed Cambra, Molly Hanlon, Christine Squier, Christina Hage, Rebecca Carter, and Julie Whitman