



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

A regular meeting of the Board of Trustees was held on March 17, 2022, beginning at 6:35 p.m.

Members of the Board present include Monty Korte, Becky Carter, Julie Whitman, Ed Cambra, and Christina Hage. Sarah Moore, Executive Director; Joey Houston, Asst. Director of Public Services; Kimberly Lane, Asst. Director of Operations; Sarah Childs, Tech Services Department Head; Lydia Lutz, Outreach Department Head; Jamia Alexander Ball, Whitestown Branch Manager; Virginia Hilbert, Marketing Director, and Julie Bigler, Circulation Services Department Head were also present. Monty Korte, President, presided.

Secretary's Report

Minutes of February 17, 2022 Regular Meeting

Upon motion duly made by Christina Hage, seconded by Becky Carter, and being unanimously approved, the minutes of the Regular Meeting held February 17, 2022.

Minutes of February 17, 2022 Board of Finance Meeting

NOTE: Board of Finance minutes will be included for approval at the next Board of Finance meeting in January 2023.

Treasurer's Report

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

Staff reports

School Outreach Project

Lydia Lutz, Outreach Manager: Going to 5 elementary schools to discuss electronic resources with media specialists and students. Conversations happening with the Lebanon Community School Corporation to include them.



President's report

Executive Director Review

Monty Korte: Feedback for Executive Director review still needed from some Board members. Please submit these ASAP.

Future Bookmobile Strategy

Monty Korte: Bookmobile discussion at next meeting; strategy regarding where and how to best utilize.

Committee reports

Policy Committee

Julie Whitman: Review of Proctoring Exams Policy and form, Interlibrary Loan Policy and form, and Epidemic Policy. Discussion regarding transitioning policy committees to in-person, bi-monthly meetings starting in May 2022.

Upon motion duly made by Julie Whitman, seconded by Christina Hage, and being unanimously approved, The Library Board of Trustees approve the Epidemic/Pandemic/Health Emergency, Interlibrary Loan (and Interlibrary Loan request form,) and Exam Proctoring (and Exam Proctoring request form) policies as written.

Expansion Committee

Monte Korte: the construction contract for the Whitestown branch has been signed. The change order for pricing and modifications has been signed. Committee will transition to being staff-driven; Board members are welcome to attend, but not required. Feasibility study emails for fundraising may have gone to spam folders; please check this. Groundbreaking for the Whitestown branch to occur on April 12th, 2022 at 2PM onsite at the future branch location. Short discussion regarding recourse for possible breach of construction contract in the future.

Personnel Committee

New Hire: Amany Michael

Amany Michael was selected for the position as Bookkeeper. She had the right mix of experience and knowledge with a great attitude toward approaching new challenges.

Upon motion duly made by Julie Whitman, seconded by Becky Carter, and being unanimously approved, the Library Board of Trustees approve the hire of Amany Michael as the new Bookkeeper at the pay rate offered.



Director's report

Unique Management Change

The Library uses Unique Management to collect fees related to lost or damaged items. The price for this service has never increased until now. It is moving from \$8.95 per account to \$11.65. To date Unique has recovered \$131,845.03 in Material and Cash for the Library. They have invoiced the Library \$28,782.09 which represents an ROI of \$4.58 for each \$1.00 invested. We want to continue with this service and we have increased the service fee charged for an account that is sent to unique from \$10 to \$12 to cover the cost increase.

Change to Electronic Meetings

With the end of the Governor's State of Emergency, we are no longer able to have Board meetings or Board Committee meetings entirely online. A quorum of any group must be present on site.

Next meeting

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

Adjourn

Upon motion duly made by Julie Whitman, seconded by Becky Carter, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 7:32 PM.



Christina Hage, Secretary

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