



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, May 19, 2022**

A regular meeting of the Board of Trustees was held on May 19, 2022, beginning at 6:31PM.

Members of the Board physically present include Monty Korte, Ed Cambra, Christina Hage, and Molly Hanlon. Board member Julie Whitman attended virtually via Zoom. Sarah Moore, Executive Director; Kimberly Lane, Assistant Director of Operations; Joey Houston, Assistant Director of Public Services; Jamia Alexander Ball, Whitestown Branch Manager; Patricia VanArsdale, Teen and Adult Services Assistant Department Head; Lydia Lutz, Outreach Department Head; Kelli Brooks, Youth Services Department Head; Sarah Childs, Technical Services Department Head; and Julie Bigler, Circulation Services Department Head were also present. Monty Korte, President, presided.

**Board Notes for Meeting Agenda
May 19, 2022**

SECRETARY – Minutes

Upon motion duly made by Christina Hage, seconded by Molly Hanlon, and being unanimously approved, the minutes of the Regular Meeting held April 21, 2022.

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

OTHER BUSINESS

STAFF REPORTS

Patricia VanArsdale spoke to the Board regarding Seed Library initiatives for 2021 and 2022, providing the following stats: 2021 numbers: 7,313 packets, 2022 numbers: first 30 days 11,369 packets. Patricia also shared information about Facebook reach for Seed Library related posts and discussion of school outreach and collaboration.

Virginia Hilbert distributed an Annual Report handout that will be on the website; highlighted strategic plan goals and how those goals informed efforts in 2021. Focus on Whitestown branch and designing responsive spaces. This included discussion of Bookmobile and Outreach efforts in 2021.



Jamia Alexander Ball provided an update regarding the Construction Working Group for the Whitestown Branch construction project. The remainder of construction fence has been put up and the office trailer is now onsite. Time-lapse camera will be provided by Town of Whitestown. Excavation begins Tuesday after Memorial Day. Community presentations are scheduled so staff can speak to residents and stakeholders about the branch.

PRESIDENT'S REPORT

COMMITTEE REPORTS

Personnel Committee

HR Transition:

The position of HR Manager was vacated in April. We are currently in a state of transition with considerable personnel growth planned over the next 14-16 months. Due to this change we began looking at outsourced HR services. We found that this kind of service would not only be more cost effective but allow us access to a full range of HR specialties and training opportunities for staff. In addition, we have just been informed that our Health Insurance rates will increase by 26% this year. By switching to a PEO model (Professional Employer Organization) for HR we will become apart of a much larger pool of insured that will reduce our rates considerably.

A comparison of costs is attached. We recommend going with WorkSmart. We met with three companies and liked the WorkSmart approach more than the other options. In addition, they are the company that will provide the most financial savings. WorkSmart will provide benefits and support with hiring, onboarding, HR service and support, payroll, training, leadership development, performance review and improvement, and more. The cost savings will be \$86,801.88 annually over providing these services in house and continuing with our current insurance program.

Upon motion duly made by Julie Whitman, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees authorized the switch to WorkSmart to provide HR and related services and for the Executive Director to sign a contract for not more than one year for these services, pending satisfactory responses to all outstanding legal questions.

Fundraising

Molly Hanlon shared an update on fundraising from the Fundraising Committee; the committee is working on expanding to include representation from residents and outside organizations in addition to working on identifying a leader who can be tasked with the direction and implementation of the committee's recommendations.

Policy Committee

The Policy Committee reviewed the Video Surveillance, Credit Card Use, and Filming and Photography policies.



Upon motion duly made by Julie Whitman, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees approved the Video Surveillance and Filming and Photography policies as presented.

Upon motion duly made by Julie Whitman, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees approved the discontinuation of the Credit Card Use policy.

Infrastructure Committee

The Infrastructure Committee reviewed the March-April Infrastructure Report.

DIRECTOR'S REPORT

PLAC Cards and Boone County Cards Fees

The annual PLAC card fee will remain unchanged from 2021 at \$65.

The Boone County Card fee will increase from \$67.07 in 2021 to \$67.90 in 2022.

Bond Budget

The Whitestown Brach Bond Budget is attached for your review. It includes and "anticipated spend" amount along with an "actual spend" amount and a running balance of the bond proceeds.

Bookmobile Discussion Continues

The discussion of Outreach Services and the Bookmobile continues and will include a discussion of service area. Newly developed procedures are attached. Some discussion of the merits and restrictions of bringing the Bookmobile to contracted locations such as Perry Township.

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, June 16 at 6:30 pm in the Hussey Room.

Adjourn

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 7:50 PM.



A handwritten signature in cursive script, reading "Christina Hage", written over a horizontal line.

Christina Hage, Secretary

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