



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, February 16, 2023**

A regular meeting of the Board of Trustees was held on February 16, 2023, beginning at 6:31 PM.

Members of the Board physically present included Ed Cambra, Chris Squier, Molly Hanlon, Christina Hage, Rebecca Carter, and Julie Whitman. Monty Korte, ex-officio; Sarah Moore, Executive Director; Kimberly Lane, Director of Operations; Joey Houston, Director of Public Services; Julie Bigler, Circulation Services Department Head; Kaki Garard, Director of Advancement; Virginia Hilbert, Marketing Director; Lydia Lutz, Outreach Services Department Head and Sarah Childs, Technical Services Department Head were also present. Molly Hanlon, President, presided.

SECRETARY – Minutes

Upon motion duly made by Julie Whitman, seconded by Christina Hage, and being approved, the Board of Trustees approved the minutes of the Regular Meeting held January 19, 2023.

TREASURER – February Claims

Upon motion duly made by Ed Cambra, seconded by Rebecca Carter, and being adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for February 2023, as reviewed, approved, and audited by the Director of Public Services, and approved for payment by the Treasurer.

STAFF REPORTS

Bookmobile and Outreach – Lydia Lutz

Lydia Lutz shared several handouts highlighting the progress made with the outreach and bookmobile programs in the past year. There are plans to tweak the bookmobile routes and timing to garner more patron engagement. The Outreach staff is also creating a list of locations and subdivisions they would like to gain access to so the board and others can assist in reaching out to stakeholders.



Branch Update – Joey Houston

Joey Houston gave a synopsis of the recent report from Kevin Montgomery and meetings between kRM and SCS at the building site. At this time, the substantial completion date is July 28, 2023. There are significantly more contractors onsite recently.

eRate Funding Bids – Kimberly Lane

Kimberly Lane shared the bidding process for eRate Category 2 funding. This pool of funding will reduce the price for IT infrastructure purchases needed in the Whitestown Branch. The Board would like to have a synopsis and rationale on the vendor selection at the next board meeting so they can vote to approve the contract/purchase. The Board has also asked the policy committee to review the purchasing policy to see if votes for purchases relating to the already approved construction budget need individual votes by the Board.

PRESIDENT'S REPORT

Introduction of Colleen Hittle

Molly Hanlon introduced Colleen Hittle who was appointed to the Board of Trustees on February 6, 2023 by the Boone County Commissioners. Colleen Hittle will attend the March 2023 meeting.

Monty Korte Ex Officio Motion

Upon motion duly made by Julie Whitman, seconded by Christina Hage, and being unanimously adopted, the Board of Trustees approve Monty Korte as ex-officio, non-voting member of the HMMPL Board of Trustees to be included in meetings and correspondence, serve on committees and act as an advisor and board ambassador for a term of one year.

Recap of Governance Meeting

The Board of Trustees met on February 4, 2023 with representatives from MCLS to address board governance. The Board determined in that meeting to delay the Strategic Plan process until 2024. Christina Hage has spearheaded the development of a board governance committee. Focusing on board governance will offer clarity of the board roles (what board members should and should not do, board role versus management/operations, etc.) This process will also permit the Board to be mindful of future board appointments, diversity of the board, and document a process for review board documents and committees.



ED Transition Plan

Molly Hanlon offered reassurance to the staff present at the meeting that the Board was actively working on a transition plan. She confirmed the Board decision to use a search firm for the recruitment of the next executive director.

COMMITTEE REPORTS

Policy Committee

Final review of the changes to the bylaws of the Board.

Upon motion duly made by Julie Whitman, seconded by Ed Cambra, and being unanimously approved, the Board of Trustees approve the bylaws of the Hussey-Mayfield Memorial Public Library Board of Trustees as presented.

Personnel Committee

Upon motion duly made by Chris Squier, seconded by Julie Whitman, and being unanimously approved, the Board of Trustees approve the hiring of Kaki Garard as the Director of Development and Community Engagement at the pay rate offered.

Upon motion duly made by Chris Squier, seconded by Christina Hage, and being unanimously approved, the Board of Trustees approved the changing of the title of this position from Director of Development and Community Engagement to Director of Advancement.

DIRECTOR'S REPORT

Annual Stats Review

Sarah Moore reviewed the statistics flyer that was sent as part of the Board packet. The library circulation is higher than pre-pandemic levels. The number of physical visitors to the library is recovering but not yet to pre-pandemic levels. There has been a continued increase of use of online resources despite patrons being able to visit the building again.

Conflict of Interest

Historically, HMMPL Board members have signed the Conflict of Interest statements annually but this is not a requirement of the State. The Board would like to continue reviewing and signing the Uniform Conflict of Interest Disclosure Form annually. Kimberly Lane will coordinate this process.



Board Calendar

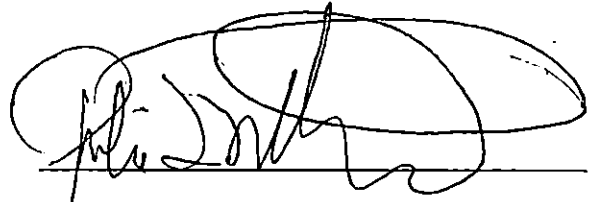
Sarah Moore shared the board calendar as a living document and asked for any updates that need to be made. Julie Whitman noted that it is not necessary to include a request to close for Fall Festival on the board calendar since that is included in the annual approval of all closure dates.

NEXT MEETING

The next regular meeting of the Board of Trustees will be Tuesday, March 14, 2023, at 6:30 pm in the Mayfield Room.

Adjourn

Upon motion duly made by Chris Squier, seconded by Christina Hage, and being adopted, it was resolved that there being no further business, the meeting adjourned at 8:08 PM.



Julie Whitman, Secretary

February 2023 Library Board: Colleen Hittle, Ed Cambra, Molly Hanlon, Christine Squier, Christina Hage, Rebecca Carter, and Julie Whitman; Monty Korte, ex-officio