



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, January 19, 2023**

A regular meeting of the Board of Trustees was held on January 19, 2023, beginning at 5:34PM.

Members of the Board physically present included Monty Korte, Ed Cambra, Chris Squier, Molly Hanlon, Rebecca Carter, and Julie Whitman. Sarah Moore, Executive Director; Kimberly Lane, Director of Operations; Joey Houston, Director of Public Services; Julie Bigler, Circulation Services Department Head; 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 Chris Squier, seconded by Julie Whitman, and being approved, the Board of Trustees approved the minutes of the Regular Meeting held December 15, 2022.*

**TREASURER – January 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 January 2023, as reviewed, approved, and audited by the Director of Public Services, and approved for payment by the Treasurer.*

**STAFF REPORTS**

**Whitestown Branch Project Timeline – Virginia Hilbert**

Virginia Hilbert shared the finalized document of a high-level timeline for projects/tasks related to the opening of the new branch.

**PRESIDENT’S REPORT**

**Whitestown Construction Update – Kevin Montgomery, krM**

Kevin discussed project progress and updated schedule. Status reports from Kevin will continue monthly. These will include structural engineering notes of a technical nature. Steel is 99% complete. SCS has stated they can keep to the most



recent schedule, but Kevin has doubts based on the pace of the work of the subcontractors so far. Kevin said by early February we would have an indication of whether the project can really be completed on schedule.

## **Board Committees**

Molly thanked the Board for their work and asked about committee placements and structure. Monty and Molly discussed the merits of adding citizen members of Board committees. Should WBAG be added to Expansion committee? Expansion has been staff construction working group. Fundraising committee may also include citizen members. Molly asked the Board what information they would like included in their Board bios on the website. Sarah offered to create a Board email for community inquiries to the Board.

## **Board Calendar**

April 20th Appreciation Dinner, earlier Board meeting 5:30PM  
Director review to be moved to December. Further discussion of Board vacancy and appointing bodies and agreements.

## **COMMITTEE REPORTS**

### **Personnel Committee**

*Upon **motion duly made** by Julie Whitman, seconded by Rebecca Carter, and being unanimously approved, the Board of Trustees approve the hire of Ashtan Bennett for the Branch Manager position at the rate offered.*

### **Infrastructure Committee**

Ed summarized HVAC concerns and maintenance strategy in addition to humidifier repairs and fire suppression hookups. Kimberly will be checking with Sonitrol regarding issues with latency in engaging security. Ed talked about issues with trash pickup resulting from vendor mergers. Julie asked about a calendar of equipment failure/replacement schedules. Ed and Julie agreed that some method is needed to track or identify expected vs. unexpected events in regard to infrastructure costs.

### **Policy Committee**

*Upon **motion duly made** by Julie Whitman, seconded by Ed Cambra, and being unanimously approved, the Board of Trustees approve the Electronic Board Meetings, Internal Controls Policy, and Library Card Policy as presented.*



Library Notices to be voted on in March as an addendum to existing policy.  
Board by-laws were presented for board review and will be voted on in February.

## DIRECTOR'S REPORT

### **Strategic Planning Update**

Sarah explained timeline for strategic planning and called for Board members to be on the strategic planning committee. Julie agreed to join, but another member is still needed.

### **Board Governance MCLS Update**

Board should have received invite for this meeting, which is scheduled for February 4.

### **PLAC Fee**

*Upon **motion duly made** by Rebecca Carter, seconded by Julie Whitman, and being unanimously approved, the Board of Trustees adopt the PLAC Fee of \$65 as determined by the State Library of Indiana.*

### **CFO**

Niki Franklin will be providing CFO services on a contract basis. Julie asked how long we will be using Niki for this. Sarah would like to revisit this closer to the opening of the branch. There was a discussion of merits for different methodologies of charts of accounts for multi-branch institutions.

## NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, February 16, 2023, at 6:30 pm in the Hussey Room.

### Adjourn

*Upon **motion duly made** by Ed Cambra, seconded by Julie Whitman, and being adopted, it was resolved that there being no further business, the meeting adjourned at 7:02 PM.*





Julie Whitman, Secretary

January 2023 Library Board: Ed Cambra, Molly Hanlon, Christine Squier, Christina Hage, Rebecca Carter, and Julie Whitman