

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

A regular meeting of the Board of Trustees was held on November 17, 2022, beginning at 6:31PM.

Members of the Board physically present included Monty Korte, Ed Cambra, Christina Hage, Chris Squier, Becky Carter and Julie Whitman. Sarah Moore, Executive Director; Joey Houston, Assistant Director of Public Services; Kimberly Lane, Assistant Director of Operations; Julie Bigler, Circulation Services Department Head; Virginia Hilbert, Marketing Director; Kelli Brooks, Youth Services Department Head; and Pam Seabolt, MCLS. were also present. Molly Hanlon listened in via conference call. Monty Korte, President, presided.

SECRETARY – Minutes

Upon motion duly made by Christina Hage, seconded by Ed Cambra, and being approved, the Board of Trustees approved the minutes of the Special Meeting held October 18, 2022. Becky, Molly abstain.

Upon motion duly made by Christina Hage, seconded by Ed Cambra, and being approved, the Board of Trustees approved the minutes of the Regular Meeting held October 20, 2022. Becky, Molly abstain.

TREASURER – November Claims

Upon motion duly made by Ed Cambra, seconded by Christina Hage, and being adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for November 2022, as reviewed, approved, and audited by the Assistant Director of Public Services, and approved for payment by the Treasurer. Molly abstains.

STAFF REPORTS

Construction Working Group Update by Joey Houston

Steel work continuing through November, steel studs and perimeter to go up in December. Walls and ceiling to be completed in January. Trailer being moved to normalize that portion of the site. Roundabout to be open in mid-December, alleviating traffic concerns. Electrical bases for parking lot lighting have been installed. Surplus topsoil has been eliminated such that no cost should be incurred through removal/dispersal. Joey answered questions from the Board regarding weather conditions in winter and expected work schedules of construction crew.

Whitestown History Collection update by Virginia Hilbert

Virginia shared with the Board regarding the process and criteria for soliciting donations of items for the Whitestown History collection at the new branch.



COMMITTEE REPORTS

Infrastructure Committee

The Infrastructure Committee gave an update on the October/November Infrastructure Report from the Assistant Director of Operations. Christina shared HVAC information regarding ongoing issues. Transiting options discussed in relation to vehicles and staff reimbursement for mileage.

Policy Committee

Upon motion duly made by Julie Whitman, seconded by Chris Squier, and being approved, the Board of Trustees approved the Disposal of Personal Property, Staff Code of Ethics, Unplanned Library Closings policies as written. Molly abstains.

Personnel Committee

The Classification and Wages Document has been updated to reflect proposed job title changes, adding new positions, and classification system changes.

- Changed Assistant Director of Public Services to Director of Public Services
- Changed Assistant Director of Operations to Director of Operations
- Changed Chief Financial Officer to Director of Finance
- Added the Director of Development and Community Engagement
- Added the MakerStudio Specialist
- Created "Director" progression in classification.

Upon motion duly made by Chris Squier, seconded by Julie Whitman, and being approved, the Board of Trustees approved the Classification and Wages document for 2023. Molly abstains.

All job descriptions are being updated and will need approved by the Board.

Upon motion duly made by Chris Squier, seconded by Christina Hage, and being approved, the Board of Trustees approved the Executive Director, Director of Public Services, Director of Operations, Branch Manager, Marketing Director, Director of Finance, and Director of Development and Community Engagement job descriptions as presented. Molly abstains.

The Executive Director review process is being updated and will be discussed. Staff reviews will follow a similar process.



The Salary Schedule has been updated with a proposed 4% cost of living increase for staff. The job description update will be followed by a staff review process as well as method for instituting merit pay. Staff will be reviewed this cycle and the merit pay will follow in one year based on staff reviews. This will give the staff the opportunity to understand how they will be evaluated and managers the opportunity to grow and develop staff as needed.

Upon motion duly made by Chris Squier, seconded by Julie Whitman, and being approved, the Board of Trustees approve the Salary Schedule for 2023. Molly abstains.

Nominating Committee:

Monty shared information about nomination process and presented a slate of officers : Molly (President,) Christina (VP,) Ed (Treasurer,) Julie (Secretary.) Christina's appointment could come from the school board if county council does not re-appoint her. Discussion of committee reshuffling upon new board appointments.

DIRECTOR'S REPORT

Strategic Planning Proposal

Pam Seabolt shared information about proposals from last month and opened up conversation for questions. Ed asked about methodology for selecting groups to consult with. Pam discussed survey options and implementation possibilities. Sarah and Pam spoke to the aspirational and need-defining questions and processes whereby the Library can identify and work towards community-based solutions. Sarah and the Board discussed staff time constraints and expectations for execution of the process. Julie asked about governance consulting and expressed desire for Board governance infrastructure bolstering.

Upon motion duly made by Julie Whitman, seconded by Christina Hage, and being adopted, the Board of Trustees approve the proposal from MCLS for Strategic Planning Services. Molly, Ed abstain.

Upon motion duly made by Julie Whitman, seconded by Chris Squier, and being adopted, the Board of Trustees approve the proposal from MCLS for Governance Consulting starting with phase one. Molly abstains.

Other Business

Julie Whitman shared information about a personal job transition and potential fundraising/conflict of interest issues arising from this. No such issues are anticipated.

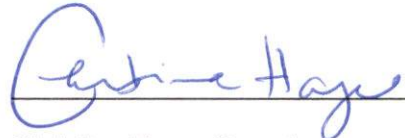
NEXT MEETING



The next regular meeting of the Board of Trustees will be Thursday, December 15, 2022 at 6:30 pm in the Hussey Room.

Adjourn

Upon motion duly made by Ed Cambra, seconded by Christina Hage, and being adopted, it was resolved that there being no further business, the meeting adjourned at 7:51 PM. Molly abstains.



Christina Hage, Secretary

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