



**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Thursday, April 20, 2023**

A regular meeting of the Board of Trustees was held on April 20, 2023, beginning at 6:40 PM.

Members of the Board physically present included Ed Cambra, Chris Squier, Molly Hanlon, Rebecca Carter, Collen Hittle, and Julie Whitman. Monty Korte, ex-officio; Joey Houston, Interim Executive Director; Kimberly Lane, Director of Operations; Kaki Garard, Director of Advancement; Virginia Hilbert, Marketing Director; Ashtan Bennett, Branch Manager, 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 Ed Cambra, and being approved as amended, the Board of Trustees approved the minutes of the Regular Meeting held March 14, 2023.*

**TREASURER – April Claims**

*Upon motion duly made by Ed Cambra, seconded by Julie Whitman, and being adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for April 2023, as reviewed, approved, and audited by the Director of Operations, and approved for payment by the Treasurer.*

**STAFF REPORTS**

**Patricia VanArsdale – Seed Library**

Patricia VanArtsdales was not able to attend the meeting and this report will be given at a later date.

**Ashtan Bennett – Branch Update**

Ashtan Bennett reported that concrete curbs and walking paths have been poured as well as the back patio area. Stone was delivered for the exterior.

Ashtan reported that she has been quite busy meeting with various stakeholders and patron groups.

The April WBAG meeting focused on discussions of programs and services this group would like to see at the Whitestown branch.



## PRESIDENT'S REPORT

Molly Hanlon thanked Joey Houston and the rest of the staff for coordinating the Staff Appreciation Dinner.

### **Organizational Architecture**

Molly reported that Organizational Architecture is pre-screening 5 potential candidates for the Executive Director position.

### **Memorandum of Understanding**

Molly Hanlon and Joey Houston presented the changes to the MOU with the HMMPL Foundation. This document has been signed by Robert Best, Foundation President.

*Upon **motion duly made** by Colleen Hittle, seconded by Julie Whitman, and being unanimously approved, the Board of Trustees authorized Molly Hanlon to sign the MOU between the Library and the Foundation on behalf of the library board.*

## COMMITTEE REPORTS

### **Personnel Committee**

*Upon **motion duly made** by Chris Squier, seconded by Rebecca Carter, and being unanimously approved, the Board of Trustees approved the hiring of Patricia VanArsdale as Collection Development Librarian at the pay rate offered.*

*Upon **motion duly made** by Chris Squier, seconded by Rebecca Carter, and being unanimously approved, the Board of Trustees approved the hiring of Emily Janwari as Teen and Adult Librarian II at the pay rate offered.*

*Upon **motion duly made** by Chris Squier, seconded by Colleen Hittle, and being unanimously approved, the Board of Trustees approved the hiring of Hillarie Finley as Teen and Adult Librarian II at the pay rate offered.*

### **Fundraising Committee**

Kaki Garard will be doing a hyper-segmented email appeal via Bloomerang as part of National Library Week during the week of April 24<sup>th</sup>.



## DIRECTOR'S REPORT

### **Employee Handbook Refresh 2023**

Joey reported that the most current HMMPL Employee Handbook is from a 2017 revision and that staff are in the process of updating this. Executive leadership, in conjunction with WorkSmart, have come up with a tentative 2023 revision. This will now proceed to the Policy Committee in May and from there will pass to HR legal counsel. The intention is to modernize our processes before we begin hiring en masse for the Whitestown branch.

### NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, May 18, 2023, in the Hussey Room. There will be an executive session on May 18<sup>th</sup> as well.

### Adjourn

*Upon **motion duly made** by Colleen Hittle, seconded by Rebecca Carter, and being adopted, it was resolved that there being no further business, the meeting adjourned at 7:40 PM.*

A handwritten signature in black ink, appearing to read "Julie Whitman", written over a horizontal line.

Julie Whitman, Secretary

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