



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

A regular meeting of the Board of Trustees was held on July 20, 2023, beginning at 6:30 PM.

Members of the Board physically present included Ed Cambra, Chris Squier, Molly Hanlon, Colleen Hittle, Rebecca Carter, and Julie Whitman. Monty Korte, ex-officio; Kimberly Lane, Director of Operations; Kaki Garard, Director of Advancement; Ashtan Bennett, Branch Manager; Julie Bigler, Circulation Service Department Head; Virginia Hilbert, Marketing Director; and Kevin Montgomery, kRM Architects were also present. Molly Hanlon, President, presided.

SECRETARY – Minutes

Upon motion duly made by Julie Whitman, seconded by Colleen Hittle, and being approved, the Board of Trustees approved the minutes of the Regular Meeting held June 15, 2023. Rebecca Carter abstained, having been absent from the June meeting.

TREASURER – July 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 July 2023, as reviewed, approved, and audited by the Director of Operations, and approved for payment by the Treasurer.

STAFF REPORTS

Virginia Hilbert – Messaging Update

Virginia Hilbert shared the most recent marketing updates and press releases as they pertain to the delayed opening of the Whitestown Branch.

Ashtan Bennett – Branch Update

Ashtan Bennett shared the current state of the construction plans and the delay in getting the glass for the building. A crane was onsite to set the HVAC systems on the roof, and the initial layer of asphalt was installed as well. The specialized glass for the building is expected at the end of August so the interior work can begin.



PRESIDENT'S REPORT

Kevin Montgomery attended the meeting at the request of the board. He reported that the delays in construction are indeed due to the specialized glass required for the project. There has been an increase in the number of contractors at the site and work is progressing at a quicker pace recently. Kevin also shared that he and Kyle are investigating a cost-effective way to include the front overhang that was value engineered out of the project. The footings for this portion of the project were poured for a future installation.

COMMITTEE REPORTS

Policy Committee

Julie Whitman reviewed the changes made to the policies reviewed by the policy committee this month.

Upon motion duly made by Julie Whitman, seconded by Molly Hanlon, and being unanimously approved, the Board of Trustees approved the Access to Public Records, Posting on Bulletin Boards and Grounds, and Behavior on Library Property policies as presented.

Personnel Committee

Chris Squier shared that Sheila Fear is moving from Page to Circulation Assistant and the Page position will be posted shortly.

Upon motion duly made by Chris Squier, seconded by Rebecca Carter, and being unanimously approved, the Board of Trustees approved the promotion of Sheila Fear to Circulation Assistant at the pay rate offered.

Finance Committee

Ed Cambra shared that he met with Joey and Kimberly regarding the Whitestown Construction finances and feels we have a solid plan forward. The documents that were created will be updated routinely and replace the monthly updated budget for this project that was shared with the board in previous meetings. Kimberly Lane discovered during this work to clarify the costs that there is no record of the library board ever passing a resolution to establish a library improvement reserve fund.

Upon motion duly made by Ed Cambra, seconded by Julie Whitman, and being unanimously approved, the Board of Trustees approved resolution 2023-7-1 Resolution to Establish a Library Improvement Reserve Fund (LIRF).



Infrastructure Committee

Ed Cambra shared the overview of the Infrastructure Report prepared by staff. He also discussed the elevator malfunction due to the June 29, 2023 storm.

*Upon **motion duly made and amended** by Ed Cambra, seconded by Julie Whitman, and being unanimously approved, the Board of Trustees approved Kimberly Lane to sign the elevator repair contract with TKE in the amount of \$39,994 to be paid from LIRF.*

DIRECTOR'S REPORT

Budget Update

Kimberly Lane shared details of the draft budget along with plans to onboard the incoming Executive Director, Kristin Shelley. There is a meeting on 8/8 with the DLGF representative followed by a meeting with Niki Franklin. Kimberly indicated that the board should receive a budget draft at the next board meeting.

Parks Board Update

Kimberly shared that the Pathways committee is considering adding a path/trail from Boone Meadow Elementary north to the Harvest Park subdivision. If this occurs patrons in several neighborhoods will have easy walking access to the new branch. Another member of the Parks Board is doing some preliminary plans for the landscape and outdoor programming possibilities at a much reduced rate for the library.

Insurance Claim

The storm on 6/29/2023 forced the library to close early and also damaged the south elevator, a computer, and building automation systems. Kimberly is working with our insurance company to submit a claim for these expenses.

Summer Reading Update

As of the end of June, 2350 registrants had completed at least one hour of reading and another 1200 registrants have signed up but not yet reached or logged the 1 hour of reading. Over 3000 prizes have been claimed. Staff are getting positive feedback from the community on the program.

HUSSEY-MAYFIELD
MEMORIAL PUBLIC
LIBRARY
NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, August 17, 2023, in the Hussey Room.

Rebecca Carter made a statement of thanks to Kimberly Lane for stepping up during this transition and thanked all staff for their hard work and dedication to the library. Chris Squier agreed with Rebecca's statements.

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 7:45 PM.



Julie Whitman, Secretary

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