



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Tuesday, March 14, 2023**

A regular meeting of the Board of Trustees was held on March 14, 2023, beginning at 6:30 PM.

Members of the Board physically present included Ed Cambra, Chris Squier, Molly Hanlon, Christina Hage, Collen Hittle, 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; Kellie Brooks, Youth Services Department Head, 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 Christina Hage, and being approved, the Board of Trustees approved the minutes of the Regular Meeting held February 16, 2023.

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

Other Business

Upon motion duly made by Julie Whitman, seconded by Christina Hage, and being unanimously approved, the Board of Trustees authorize the closure of the Library at 5 PM on April 20, 2023 for the 2023 Annual Staff Appreciation Dinner.

STAFF REPORTS

Kelli Brooks – Multicultural Storytimes

Kelli Brooks, Youth Services Department Head, shared updates on the Multicultural Programs that have been offered in the YS department since Fall 2022.



Joey Houston – Branch Update

Joey Houston shared that the SCS and KrM working relationship is improving and that the progress with the building is on track for a substantial completion date of July 28, 2023, at this point.

The Board would like to task administrative leadership with pulling all the documentation from ProCore (software used by SCS) for library records and retention. These are public records and need to be available if requested.

Kimberly Lane – Surplus and eRate Cat 2

Library staff has created a list of technology items that have reached the end of their lifecycle.

*Upon **motion duly made** by Christina Hage, seconded by Ed Cambra, and being unanimously approved, the Board of Trustees declare the listed items to be surplus and removed from use.*

Kimberly Lane explained that eRate Category 2 funding is available for IT infrastructure equipment (servers, switches, access points, etc.). The library went through a competitive bidding process as required and prescribed by the eRate Consultant (Adtec). Several staff reviewed the bids and completed evaluation matrices. Once the contract is signed, our eRate Consultant will apply for the discounts to be processed. The discounts are approximately 40% but the final numbers are not known at the time of the board meeting.

After reviewing the 4 bids that ranged in price from \$27,000 to \$114,000, the selected bid is from People Driven Technology, for \$60,458.04 before eRate Category 2 funding is applied. The lowest bid was non-responsive.

*Upon **motion duly made** by Julie Whitman, seconded by Christina Hage, and unanimously approved, the Board of Trustees authorize the Director of Operations to sign the contract with People Driven Technology for \$60,458.04 before Erate Category 2 funding is applied.*

PRESIDENT'S REPORT

Hiring of Organizational Architecture

After exploring bids with various contractors for Library executive recruitment and related services, the recommendation is to select Organizational Architecture. They will oversee recruitment for the Executive Director position as well as advising on revision of the salary study and organizational charts for a total contract price of \$22,500 to be paid in three equal installments of \$7,500.

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Upon motion duly made by Chris Squier, seconded by Ed Cambra, and being unanimously approved, the Board of Trustees authorize the contract with Organizational Architecture for \$22,500 for recruitment and advising services.

The Board would like to have a special check run processed to activate the contract as soon as possible and expedite the search. Molly Hanlon will forward the signed contract and invoice to Kimberly Lane who will coordinate payment.

Zionsville Parks Board Appointment

Sarah Moore's departure leads to a vacancy on the Zionsville Parks Board. The HMMPL Board of Trustees is the appointing body for this vacancy.

The Board discussed how to handle appointments moving forward as there is currently no policy or procedure in place. The Board and Library Administration feel strongly that the person appointed to this position should be a Library staff member so the continued relationship with the Zionsville Parks Department can be maintained.

Upon a motion duly made by Julie Whitman, seconded by Christina Hage, and unanimously approved, the Board of Trustees appoint Kimberly Lane to the Zionsville Parks Board to complete the term through December 2023.

The appointment can be renewed annually up to 4 times. This appointment is on the board calendar to review in November of each calendar year.

Kimberly Lane discussed her eagerness to continue the relationship with the Zionsville Parks Department that Sarah Moore has started. The opportunity to serve both the community and further the library and parks partnership is particularly compelling for Kimberly.

COMMITTEE REPORTS

Policy Committee

Discontinuation of Library Notices; Lost and Damaged Items as standalone policies.

Upon motion duly made by Julie Whitman, seconded by Chris Squier, and being unanimously approved, the Board of Trustees discontinue the Library Notices and Lost and Damaged Policies as standalone policies.

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Review of Fines and Fees; Loan Periods, Limits, Renewals, and Holds; Meeting Rooms; Study Rooms; Purchasing; Capital Assets; Asset Purchases and Records policies.

Upon motion duly made by Julie Whitman, seconded by Ed Cambra, and unanimously approved, the Board of Trustees Approve the Fines and Fees; Loan Periods, Limits, Renewals, and Holds; Meeting Rooms; Study Rooms; Purchasing; Capital Assets; Asset Purchases and Records policies as presented.

The policy committee is holding off on any changes to the Gift Acceptance, Gift Agreement, and Planned Giving Policies until they can be reviewed by the fundraising committee. There is currently an outdated MOU between the library and the Foundation that no longer reflects the desired relationship with regard to fundraising. This MOU needs to be revised so Kaki Garard, Director of Advancement, can move forward with her work.

Personnel Committee

New Hire: Library leadership has selected Kiell Ruterbories for the position of Circulation Assistant.

Upon motion duly made by Chris Squier, seconded by Julie Whitman, and being unanimously approved, the Board of Trustees approve the hiring of Kiell Ruterbories as Circulation Assistant at the pay rate offered.

Promotion: Library leadership has selected internal candidate Kori Nell for the position of Cataloger.

Upon motion duly made by Chris Squier, seconded by Julie Whitman, and being unanimously approved, the Board of Trustees approve the promotion of Kori Nell as Cataloger at the pay rate offered.

Infrastructure Committee

Christina Hage shared the Infrastructure Report prepared by Kimberly Lane. The cost of the HVAC repair was missing and will be emailed to the committee after the meeting. This report will adapt as we add an additional location.

DIRECTOR'S REPORT

Conflict of Interest

While the Conflict of Interest form is not required unless there is indeed a conflict, the Board would like to continue this annual task to allow time to reflect on any

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changes that might need to be addressed. Kimberly Lane emailed each Board Member a digital copy of the form prior to the meeting on March 14, 2023.

Welcome Ashtan Bennett

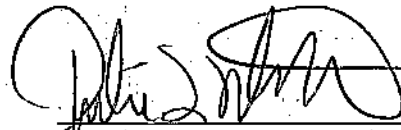
Ashtan has been working since 2/27/23 and is doing great. Her energy and perspective have been assets and we are confident she will do many great things at HMMPL.

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, April 20, 2023, at a location to be determined immediately after the Staff Appreciation Dinner.

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 7:40 PM.*



Julie Whitman, Secretary

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