

HUSSEY-MAYFIELD  
MEMORIAL PUBLIC  
LIBRARY

**Board of Trustees – Regular Meeting  
Hussey – Mayfield Memorial Public Library  
Tuesday, December 19, 2023**

A regular meeting of the Board of Trustees was held on December 19, 2023, beginning at 6:30 PM.

Members of the Board physically present included Ed Cambra, Chris Squier, Rebecca Carter, Molly Hanlon, Christina Hage, and Julie Whitman. Colleen Hittle joined by phone. Monty Korte, ex-officio; Kristin Shelley, Executive Director (via Zoom); Kimberly Lane, Director of Operations; Kaki Garard, Director of Advancement; Julie Bigler, Circulation Department Head; and Sarah Childs, Technical Services Department Head were also present. Molly Hanlon, President, presided.

**COMMUNICATIONS**

The floor was opened for public comment. No members of the public were present.

**SECRETARY – Minutes**

*Upon motion duly made by Julie Whitman, seconded by Christina Hage, and being unanimously approved, the Board of Trustees approved the minutes of the Regular Meeting held November 16, 2023.*

**TREASURER – December Claims**

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

**Zionsville Lease Payment**

*Upon motion duly made by Ed Cambra, seconded by Julie Whitman, and being unanimously adopted, the Board of Trustees authorized the payment to the Bank of New York for the bonds due in the amount of \$68,000 by the due date on December 31, 2023.*

### **Whitestown Bond Payment**

*Upon motion duly made by Ed Cambra, seconded by Julie Whitman, and being unanimously adopted, the Board of Trustees authorized the payment to the Regions Corporate Trust for the bonds due in the amount of \$300,734.38 by the due date on December 30, 2023.*

### **Encumbrance**

Ed Cambra explained that there is a need to encumber funds from the 2023 budget and additional appropriation for 2024 expenses related to the Whitestown Branch.

*Upon motion duly made by Ed Cambra, seconded by Julie Whitman, and being unanimously approved, the Board of Trustees acknowledged the need for encumbering funds from 2023. These calculations are to be expeditiously coordinated by library staff in conjunction with the Board Treasurer, and will be approved by the board at the January 2024 meeting.*

## **STAFF REPORTS**

### **Kristin Shelley – Branch Update**

Kristin Shelley shared the current state of the construction project. Metal shelving will be installed on 12/28, The initial coats of paint have been applied, and flooring has been installed in parts of the building. There will be a meeting on December 21 to do an exterior punch list. HVAC has been tested and is functional. The mandrel needs to be finished for the sewer and was supposed to have been done last year; this will likely eat into the contingency. Furniture is scheduled to be delivered on January 16<sup>th</sup> and installation will take 10-14 days.

### **Kaki Garard – Fundraising Update**

Kaki Garard shared that the ARISS grant was not funded and she will be reaching out to partners to debrief and make plans for any future submissions. Kaki has had two additional meetings with Star Bank and First Farmers. There are proposals with both at this time. Kaki was able to meet with the Columbus Metropolitan Library Foundation staff and learn about the activities of their fundraisers. Julie Whitman encouraged Kaki and library staff to reach back out to the Boone County Economic Development group to inquire about partnerships for READI 2.0.

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PRESIDENT'S REPORT

**Slate of Officers 2024**

Proposed Slate:

President: Christina Hage

Vice President: Julie Whitman

Treasurer: Ed Cambra

Secretary: Chris Squier

*Upon motion duly made by Molly Hanlon, seconded by Julie Whitman, and being unanimously approved, the Board of Trustees opened the nominations for officers.*

*Upon motion duly made by Molly Hanlon, seconded by Julie Whitman, and being unanimously approved, the Board of Trustees closed the nominations for officers.*

*Upon motion duly made by Molly Hanlon, seconded by Julie Whitman, and being unanimously approved, the Board of Trustees approved the slate of officers as presented.*

**COMMITTEE REPORTS**

**Finance Committee**

Ed Cambra shared that the finance committee met on December 14<sup>th</sup> and reviewed several SOPs and discussed internal controls. The committee will review additional SOPs at subsequent meetings. Staff and Board should be encouraged to ask questions on any invoices that are not clear about the nature of the work/item completed. Julie Whitman would like to have a plan in place for how staff are trained on SOPs and retrained as necessary, so the SOPs remain current and reflective of the tasks completed.

**Personnel Committee**

The Board annually approves the Classification and Wages document. Changes to this document were part of the 2024 budget preparations.

*Upon motion duly made by Chris Squier, seconded by Julie Whitman, and being unanimously approved, the Board of Trustees approved the Classification and Wages document for 2024.*

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DIRECTOR'S REPORT

The annual PLAC fee has been set by the state at \$65. This has not changed from 2023.

*Upon motion duly made by Julie Whitman, seconded by Christina Hage, and being unanimously approved, the Board of Trustees approved the PLAC fee at \$65 for 2024.*

Kristin Shelley shared that the excess levy passed. While final numbers are not yet known, the Friend's Annual Secret Snowflake event was a success. There were 157 participants at the Visit with Santa. The library was awarded a community enrichment grant from the Town of Zionsville to expand summer reading to underserved populations.

In addition, performance reviews are underway with the staff, and jobs for both Zionsville and Whitestown are being posted.

The staff is pursuing eRate category 2 funding to help offset IT costs associated with monitoring servers and backups. eKeepers has begun the transition. Ed Cambra and Christina Hage asked that eKeepers be questioned again on whether all backups and servers are located in the continental US. This question was asked during the quote and contract process, but Kimberly Lane assured the board that she will ask again and ask routinely to make sure this situation does not change.

Kristin also offered sincere thanks on behalf of the Board and the Staff to both Rebecca Carter and Molly Hanlon as they prepare to leave the board. The dedication and time commitment has been very appreciated. A small reception was set up as part of the meeting.

### Other Business

Molly Hanlon has informed the Boone County Council of her vacancy and asked board members to send any guidance on skillsets for an incoming board member or names of people that might be interested in serving. Molly will forward this information to the Council by the end of 2023. Rebecca Carter has notified the Lebanon School Corporation of her desire to step down and will work with them to identify a replacement. Until these positions are filled, Molly and Rebecca will continue to serve.

The board was provided a hardcopy of the proposed Employee Handbook and asked to review it for approval at the January 2024 meeting. There are several changes that have already been vetted and approved by the policy committee, this should be a final reading before approval.

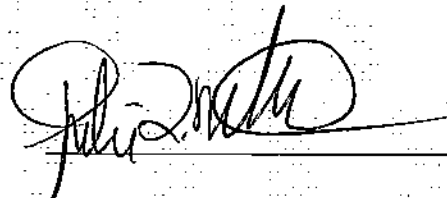
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NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, January 18, 2024, at 6:30 PM in the Hussey Room. As the Whitestown location opens, meetings can be held in that space.

Adjourn

*Upon motion duly made by Julie Whitman, seconded by Christina Hage, and being adopted, it was resolved that there being no further business, the meeting adjourned at 7:45 PM.*



Julie Whitman, Secretary

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