



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Wednesday, January 18, 2024**

A regular meeting of the Board of Trustees was held on January 18, 2024, beginning at 6:36 PM.

Members of the Board physically present included Ed Cambra, Christine Squier, Rebecca Carter, Christina Hage, and Julie Whitman. Molly Hanlon joined via Zoom. Monty Korte, ex-officio; Kristin Shelley, Executive Director; J; Kimberly Lane, Director of Operations; Virginia Hilbert, Marketing Director; Julie Bigler, Circulation Dept Head; Crystal Ward, TAS Dept Head; and, Kelli Brooks, YS Dept Head were also present. Kaki Garard, Dir of Development joined via Zoom. Christina Hage, 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 Rebecca Carter, and being unanimously approved, the Board of Trustees approved the minutes of the Regular Meeting held December 19, 2023.

TREASURER – January 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 January 2024, as reviewed, approved, and audited by the Director of Operations, and approved for payment by the Treasurer.

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 approved resolution 2024-1-1 Resolution to Encumber Funds.

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STAFF REPORTS

Kristin Shelley – Branch Update

Kristin Shelley shared the current state of the construction project. Contractors continue to work on flooring, electrical, and security systems. The grounding grid will be installed when the ground thaws, extra carpet will be bound to use as a runner in the long hallway. No staff are permitted to work in the building until we get official occupancy, but shelving has been labeled for the collection. There are tours scheduled on 1/26 at 4pm and again on 2/10 at 10am. February 10th will also be a workday to get the collection on the shelves. Kristin Shelley and Kimberly Lane are meeting with kRM on 1/19 to begin the interior punch list.

Kaki Garard – Fundraising Update

Kaki Garard shared that Boone REMC has given a verbal commitment for a long-term naming rights proposal. The Fundraising/Policy Committee will reconvene to develop policy for naming rights and discuss this opportunity. Kaki also shared that Star Bank supported a \$9K matching grant to fund a feature in the children's area. Kaki will begin that campaign shortly. Kaki will be participating in the Boone County Chamber's Emerging Leaders program in 2024.

PRESIDENT'S REPORT

Christina Hage asked the board for feedback on combining the Infrastructure and Finance Committees of the Board and developing a Board Governance Committee for efficiency and prioritizing the needs of the board. All in attendance agreed that this would be a good move for the board. Christina will share an updated board committee list soon.

COMMITTEE REPORTS

Infrastructure Committee

Christina Hage shared the report that was included in the board packet.

Policy Committee

There were revisions to the Study Room Policy and the Printing and Copying Policy.

Upon motion duly made by Julie Whitman, seconded by Rebecca Carter, and being unanimously approved, the Board of Trustees approved the changes to the Study Room and Printing and Copying policies as presented.

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The policy committee also reviewed the Employee Handbook that was previously shared with the Board. There were only minor edits made.

Upon **motion duly made** by Julie Whitman, seconded by Ed Cambra, and being unanimously approved, the Board of Trustees approved the Employee Handbook dated January 2024.

Julie Whitman led a discussion on how the board wished to proceed with the meeting room policy as the library expands to Whitestown and adds additional spaces. Kristin Shelley will take this input to finalize the draft meeting room policy and have it reviewed by legal counsel before March.

DIRECTOR'S REPORT

Kristin Shelley shared the updated written Director's Report and highlighted a few items.

Kristin Shelley shared the personnel report for December 2024 that reflects all staffing changes during that month.

Other Business

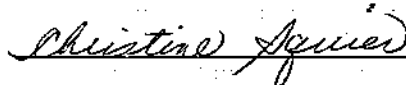
Molly Hanlon thanked the staff for the farewell reception at the last meeting. She remains a member of the board until someone new is appointed.

NEXT MEETING

The next regular meeting of the Board of Trustees will be Thursday, February 15, 2024, at 6:30 PM in the Hussey Room.

Adjourn

*Upon **motion duly made** by Rebecca Carter, seconded by Julie Whitman, and being adopted, it was resolved that there being no further business, the meeting adjourned at 7:44 PM.*



Christine Squier, Secretary

January 2024 Library Board: Colleen Hittle, Ed Cambra, Molly Hanlon, Christine Squier, Christina Hage, Rebecca Carter, and Julie Whitman; Monty Korte, ex-officio