



**Board of Trustees – Regular Meeting
Hussey – Mayfield Memorial Public Library
Thursday, December 18, 2025
Zionsville Branch
Hussey Room**

A regular meeting of the Board of Trustees was held on December 18, 2025 at 6:30 p.m.

Members of the Board present included Chris Squier, Ed Cambra, Colleen Hittle, Sarah Jones, Matt Doublestein, Sharon Walker, and Ken Kopecky. Staff included Kristin Shelley, Executive Director; La'Toya Howard, Bookkeeper; Kimberly Lane, Director of Operations; Ezekiel Weldon, Whitestown Branch Manager; Sarah Childs, Technical Services Department Head; Carrie Voliva, Technical Services Department; Virginia Hilbert, Marketing Department Head; Lydia Lutz, Outreach Services Department Head; and Kathleen Murphy, Administrative Assistant. Chris Squier presided.

COMMUNICATIONS

Chris Squier called the meeting to order and opened the floor for public comment. No members of the public in attendance chose to speak.

SECRETARY – November Minutes

*Upon **motion duly made** by Sarah Jones, seconded by Sharon Walker, and being unanimously approved, the Board of Trustees approved the minutes of the Regular Meeting held on November 20, 2025 with the revision to remove the list of names and topics under the Communications section of the November minutes.*

TREASURER – November Claims

*Upon **motion duly made** by Ed Cambra, seconded by Matt Doublestein, and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims through November 30, 2025, in the amount of \$306,706.62 as reviewed, approved, and audited by the Director of Finance and approved for payment by the Treasurer.*



Temporary Loan to Debt Service

*Upon **motion duly made** by Ed Cambra, seconded by Sarah Jones, and being unanimously adopted, the Board of Trustees approved Resolution 2025-12-1, Temporary Loan to Debt Service, in the amount of \$186,856.15 from the Rainy Day Fund to the Debt Service Fund as presented.*

Bond Payment – Whitestown

*Upon **motion duly made** by Ed Cambra, seconded by Matt Doublestein, and being unanimously adopted, the Board of Trustees authorized the payment to Regions Corporate Trust for the bonds due in the amount of \$302,234.38 by the due date on 12/29/2025.*

Encumbrance 2025

*Upon **motion duly made** by Ed Cambra, seconded by Colleen Hittle, and being unanimously adopted, the Board of Trustees acknowledged the need for encumbering funds from 2025, noting that these calculations are to be expeditiously coordinated by Library staff in conjunction with the Board Treasurer and approved by the Board at the January 2026 meeting.*

Ed Cambra and Kristin Shelley will determine the timeframe for the final encumbrance calculations.

STAFF REPORTS

Technical Services Report – Sarah Childs gave an impact update related to the closure of Baker and Taylor that was one of the Library’s largest full-service book vendors.

Surplus Items - Kimberly Lane shared the Surplus Items document with the Board who approved the motion as presented.

*Upon **motion duly made** by Sarah Jones, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees declared the items in question as surplus and no longer in use.*

HUSSEY-MAYFIELD
MEMORIAL PUBLIC
LIBRARY
PRESIDENT'S REPORT

New Board Member Announcement – Chris Squier announced the appointment of Kevin Culp as the new Board Treasurer, representing the Boone County Council. His appointment will start on January 1, 2026.

Board Committees –Chris Squier announced that the Board will finalize committee appointments at the Board meeting in January 2026. Kevin Culp will replace Ed Cambra in his committee positions as treasurer.

COMMITTEE REPORTS

Policy Committee

*Upon **motion duly made** by Sarah Jones, seconded by Matt Doublestein, and being unanimously approved, the Board approved the Access to Public Records and Wi-Fi Lending policies and the sunset of the Laptop Checkout Policy as presented.*

Personnel Committee - Colleen Hittle reported that the new HR insurance benefit was shared with the Board, and the personnel committee will be meeting with Kristin Shelley to review her goals before the end of the year.

Finance Committee - Ed Cambra shared two handouts from the Finance Committee meeting in November. Chris Squier also shared that Victor Landfair from the Skillman Corporation will report at the Board meeting in February 2026 on the Facilities Study.

DIRECTOR'S REPORT

Kristin Shelley presented the PLAC fee in 2026 as \$70.00 and asked for the Board's approval of the motion as presented.

*Upon **motion duly made** by Colleen Hittle, seconded by Ed Cambra, and being unanimously adopted, the Board of Trustees approved the PLAC fee at \$70.00 for 2026.*

Director's Report: Kristin Shelley reviewed the Director's Report.

Personnel Report: Kristin shared Laura Gangstad's retirement after 26 years in addition to the retirement of Virginia Hilbert, Marketing Department Head, at the



end of January, noting that a marketing consultant will support Virginia's transition. Lastly, interviews for the MakerStudio Specialist position will reconvene in January.

OTHER BUSINESS

Ed Cambra was acknowledged for his 12 years of Board service.

NEXT MEETING

The next regular meeting of the Board of Trustees is Thursday, January 15, 2026 at 6:30 p.m. at the **Whitestown Branch – Community Room.**

ADJOURN

*Upon **motion duly made** by Colleen Hittle, seconded by Sarah Jones, and being adopted, it was resolved that there being no further business, the meeting adjourned at 7:09 p.m.*



Sarah Jones, Secretary

2025 Library Board: Christine Squier, Colleen Hittle, Ed Cambra, Sarah Jones, Kenyon Kopecky, Matt Doublestein, and Sharon Walker.