

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
August 19, 2002**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held on August 19, 2002, at 7:47 PM. All members of the Board of Trustees were present except Matt Price. Martha Catt, Director; Lee Greaves, Adult and Teen Services Department Head; George Abel, Library Counsel; Cathy Hurst, Board Assistant; and Laura Goodenow, Zionsville Times Sentinel were present. Steve Caltrider, President, presided.

2003 Budget

Additional illustrative material was distributed and discussed relating to the 2003 budgets for the Operating, Lease Rental Payment and Library Improvement Reserve Funds. At a July 26 meeting with a representative from the Department of Local Government Finance (DLGF), some changes were made to the figures that the Board had previously reviewed at the July Board meeting. The assessed value was reduced from \$735,530,756 to \$698,754,200 to anticipate changes as a result of the current reassessment process. The estimated tax rate for the Operating Fund went from 7 cents to 8 cents. This is an estimated rate and may be reduced in December when the DLGF presents our final numbers.

The Director informed the Board that she had received a call from the State Department of Local Government Finance advising her that the Library qualified to submit an appeal due to the fact that our average growth factor for the past 3 years is greater than 1.0585. The Library district's actual growth factor is 1.0935. The Board instructed the Director to send a notice via mail of the Library Board's interest in submitting an appeal this year based on the average growth factor.

Secretary's Report

Minutes of the July 15, 2002 Board Meeting

Upon motion duly made by Lisa Hull, seconded by Bob McKnight, and unanimously adopted, the minutes of the regular Board meeting held July 15, 2002 were approved as presented.

Treasurer's Report

August Claims

Upon motion duly made by Bob McKnight, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for August 2002, as reviewed and approved by the Library Director and Assistant Director and audited and approved for payment by the Treasurer.

Report on Library Participation in Fall Festival Parade by Lee Greaves (Little Old Man from Laugh-In, a 1960's vintage television show)

The Library float theme will be "Laugh-In Since the 60's." The Fall Festival parade will be held on Saturday, September 7, 2002. Characters depicting a 1960's vintage television show, Laugh-In, will be featured on the float along with the Laugh-In wall, the park bench and Edith Ann's rocking chair. Other staff dressed as characters or in 60's clothing will be walking along the parade route with the float. Board members who would like to participate were advised to let Martha know.

Lee also reported that the recent Photo Contest had 33 entries in three categories (grades 6-8; grades 9-12 and adults.) Three professional photographers judged the entries on Thursday, August 15, and awarded Best of Show and also first and second places in each of the 3 age groups.

President's Report

Meeting with Area Officials

Due to a scheduling conflict, Tim Fisher will not be able to attend the August 20, 2002 meeting. Tim will plan to attend the September 17, 2002 meeting. No Board members were available to attend the August meeting of this group.

New Parents Meeting Hosted by the Zionsville Community Schools

A new parent welcome night entitled "Everything You Ever Wanted to Know about Where You Live" will be held on August 26, 2002, at the Middle School. Steve and Martha will be attending along with staff from Circulation, Adult-Teen and Youth Services. The Circulation Staff will offer new Library card registration with Adult/Teen and Youth staff offering Internet registration. Steve will make a brief comment about the Library.

Expansion Committees

The Building Finance Committee did not meet this evening; another meeting will be scheduled prior to the September Board Meeting.

Lisa Hull reported that the Building Information Committee would be meeting with members of the Public Advisory Council to review slogan ideas and suggestions for promoting the building project.

The Building Development Committee has not yet met. A report from this committee will be presented at the October 21, 2002, Board Meeting.

Committee Reports

Personnel Committee

Employee Handbook

Upon motion duly made by Bob McKnight, seconded by Ken Kuper and unanimously adopted, it was resolved that the Employee Handbook and policies dated August 19, 2002, replace the current January 1, 2001 edition, along with applicable amendments and that these revisions be implemented effective September 1, 2002.

Additional Full-Time Position in Circulation

Upon motion duly made by Bob McKnight, seconded by Mike Zeller and unanimously adopted, it was resolved that the job description for full time Circulation Clerk as set forth in Exhibit A attached hereto and made a part hereof be approved.

Three part-time positions were converted into a single full-time position. This will be the third full time employee working in Circulation.

Policy Committee

Emergency Response Policy

Upon motion duly made by Tim Fisher, seconded by Bob McKnight and unanimously adopted, it was resolved that the Emergency Response Policy be approved and implemented immediately.

This policy covers power outages that affect the normal operation of the Library. There had been no policy addressing such outages in place previously.

Director's Report

Summer Reading Program

As of August 12, 2002, the total registration count was:

Adults – 418	(3% more than 2001)
Teens – 415	(18% more than 2001)
School-age children 980	(18% more than 2001)
Preschool – 369	(28% more than 2001)

In addition, the reading count totals were:

Adults – 3,273 books	(13% more than 2001)
Teens – 1,067,410 pages	(21% more than 2001)
School-age children--30,040 hours	(9% more than 2001)
Preschool – 6,889	(29% more than 2001)

The Youth Services Summer Reading Store closes on August 20. This is the last day children may report time read. The end of the summer reading celebrations will be Saturday, August 24th for teens and Sunday, August 25th for children.

Steve Caltrider expressed that the Library Board wishes to thank the staff for another phenomenally successful Summer Reading Program.

Library's 40th Birthday Party

The Youth Services Department will host the annual birthday carnival in the staff parking lot on August 20, 2002, from 10:00-11:00 A.M. Carnival games, popcorn and a visit from local fire and police personnel will be featured events. A miniature horse named Monet will also be a part of the celebration.

Library Cards

September is National Library Card Sign-Up Month. Three promotional events will be offered during September to encourage increases in new card registrations:

1. Numerous Zionsville merchants are giving discounts to customers who present library cards;
2. A drawing in the Circulation Department for prizes for new card holders, and
3. A \$50 gift certificate drawing for a ZSC teacher who signs up for a ZCS teacher's card.

Online card registration via the Library's web site for residents and teachers will begin on August 19, 2002.

Employee Training, Dinner and Recognition Event

On August 27, 2002, Sharon Wiseman, Library consultant from Chicago, will be presenting the Myers Briggs Type Indicator personality test review at the annual all-staff in-service training. The Library will close at 5:00 p.m. per earlier Board approval. A dinner will be served between the two sessions and the Staff Appreciation Committee will present recognition. Board members are invited to attend either of the two sessions and dinner. Board members Tim Fisher, Ken Kuper, Steve Caltrider and Lisa Hull plan to attend. The event will be held at the former Middle School.

ILF District 4 Meeting

The ILF District 4 Meeting will be held on November 1, 2002 at the Glendale Branch of the Indianapolis-Marion County Public Library. District 4 includes libraries located in Boone, Hamilton, Hancock, Shelby, Morgan, Johnson, Marion and Hendricks counties. There will be a program offered for Library Trustees. The pre-registration deadline is Saturday, October 19, 2002. Additional information about this meeting can be found in the July issue of Focus on Indiana Libraries. Board members were advised to tell Cathy Hurst prior to the registration deadline if they would like to attend.

Adjournment

Upon motion duly made by Lisa Hull, seconded by Bob McKnight, and unanimously adopted, it was resolved that there being no further business, the meeting adjourn at 8:30 PM.

Lisa Hull, Secretary

Board members, August 2002:

Steven Caltrider, President
Tim Fisher, Vice-President
Bob McKnight, Treasurer
Ken Kuper, Assistant Treasurer
Lisa Hull, Secretary
Mike Zeller

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Matt Price