

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
December 16, 2002**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held December 16, 2002, beginning at 7:42 PM. All members of the Board of Trustees were present except Matt Price. Martha Catt, Director, Cathy Hurst, Board Assistant, Laura Hawkins, reporter for the Zionsville Times Sentinel, Lee Ann Biggs and one high school student were present. Steve Caltrider arrived after the meeting was called to order. Tim Fisher, Vice-President, presided.

Secretary's Report

Minutes of the November 18, 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 on November 18, 2002, were approved as presented.

Treasurer's Report

December Claims

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

Transfer from Operating Fund to
Library Improvement Reserve Fund

Upon motion duly made by Bob McKnight, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees resolved that a transfer of \$285,025 from appropriation 10-3935/Operating Fund to the Library Improvement Reserve Fund be approved.

Transfers to Balance Operating Fund

Upon motion duly made by Bob McKnight, seconded by Lisa Hull, and unanimously adopted, the Board of Trustees resolved that the additional amounts set forth in Exhibit A and Exhibit B, attached hereto and made a part hereof, are appropriated and set apart from the fund designated within the Operating Fund, subject to applicable law; and Resolve further, that

since certain existing appropriations now have unobligated balances that will not be needed for the purposes for which appropriated, the existing appropriations within the Operating Fund as outlined on Exhibit A and Exhibit B shall be reduced by the respective amounts shown.

2003 Budget Breakdown by Appropriation Numbers

Upon motion duly made by Bob McKnight, seconded by Lisa Hull, and unanimously adopted, the Board of Trustees resolved that the 2003 Operating Fund appropriation delineation as presented in Exhibit C be approved.

Lease Rental Payment – December 30, 2002

The semiannual payment of the lease will occur during the last week of December and will be in the amount of \$141,000.

The lease payment due dates made by the Library to the Leasing Corporation have been changed to January 5 and July 5 beginning in 2003.¹

Semiannual Property Tax and Excise Tax Distribution

No word has been received from the Auditor on when we can expect to receive the property tax draw in December.

Principal and interest on the new Bonds remain payable on January 15 and July 15, starting January 15, 2003, and National City Bank, as Trustee will make these payments.

Board of Finance

Per Indiana Code, the Board will be meeting as a Board of Finance following the January 20, 2003, meeting to elect officers for this Board and to receive and review the annual report on investments made during 2002. Steve will call the meeting to order until the election is held.

Committee Reports

Personnel Committee

Upon motion duly made by Bob McKnight, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees resolved that the Automation Services job description be revised and updated as set forth in Exhibit D.

Cost of Living Adjustment

Upon motion duly made by Mike Zeller, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees resolved to set the cost of living adjustment at 1.0% over the

¹ The true interest cost on the new bonds was 4.02%. The final maturity on the new bonds will be January 15, 2016. The last maturity was extended 6 months beyond the 1992 lease agreement.

2002 pay schedule effective January 6, 2003, Further in the future the Library Board will use Social Security's cost of living [COL] adjustment to determine the annual COL increase for employee pay.

Nominating/By-Laws Committee

The Nominating Committee submitted the following slate of nominations for the Board's consideration:

Proposed Slate of Officers

Steve Caltrider, President
Tim Fisher, Vice President
Lisa Hull, Treasurer
Mike Zeller, Secretary
Ken Kuper, Assistant Treasurer
Matt Price, Assistant Secretary

The Vice President called for further nominations from the floor. There were none.

Upon motion duly made by Mike Zeller, seconded by Lisa Hull, and unanimously adopted, the Board of Trustees resolved that the nominations for officers be closed.

Upon motion duly made by Bob McKnight, seconded by Lisa Hull, and unanimously adopted, the Board of Trustees resolved to elect the slate of nominees as presented.

Upon motion duly made by Ken Kuper, seconded by Lisa Hull, and unanimously adopted, the Board of Trustees authorized Ken Kuper, Tim Fisher or Mike Zeller to use and/or authorize use of the Treasurer's stamp in the absence of the Treasurer during the fiscal year 2003 to pay Library warrants.

The Committee made recommendations for changes to the current By-laws. However, the Board will only be able to take official action on the proposed changes at the January 2003 meeting due to the notice requirement for changes to the By-laws.

Director's Annual Performance Review and Salary Increase

Upon motion duly made by Lisa Hull, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees approved the Library Director's Salary in the amount of \$69,000; this includes the cost of living adjustment of 1% for 2003.

Building Committees

Building Finance Committee

A check for \$1,008.22 was received the week of December 2 from the silent auction held

in September at Art in Hand [a brick street gallery of local artists] to benefit the Library expansion. The gift was placed in the Building Fund that has been closed since 1994/95.

Cash available and on hand for possible expansion which includes the 1992 Bond Refinance, Donations, Transfer from the Operating Fund to LIRF through 2002 is \$2,116,393. The Library will need a \$3.2 million bond to complete the project based on cost estimates at the end of 2001. Ironically this is the same amount as the bond issue of 1992 for the current Library building.

The next activity of the Building Finance Committee is to select a finance consultant and this will be accomplished in January or February 2003.

Building Information Committee

The Committee has not met since the November Board meeting.

Building Development Committee

The Committee has not met since the November Board meeting.

Vice-President's Report

Meeting with Area Officials

Lisa Hull will attend the December 17, 2002, meeting and Steve Caltrider will attend the January 21, 2003, meeting. The February 18, 2003, meeting will be assigned at the January Board meeting.

Director's Report

Upon motion duly made by Bob McKnight, seconded by Mike Zeller, and unanimously adopted, the Board of Directors, declared the MITA photocopier, model DC-1755, as surplus equipment.

Meeting with Representative Noe

Representative Cindy Noe will be visiting the Library and any Board members who can attend on Wednesday, December 18 at 8:00 a.m. for about an hour.

PLA Spring Symposium

The Public Library Association will be hosting a spring symposium in Chicago on March 6-8, 2003. Mary Rueff, Jamie Schlenk, Laura Gangstad, Jeremy McGrath and Martha Catt will be attending. Board members were invited to attend.

Robert A. McKnight's Retirement

Upon motion duly made by Tim Fisher, seconded by Ken Kuper, and unanimously adopted, it was RESOLVED, that the Board of Trustees of the Hussey-Mayfield Memorial Public Library on the occasion of the retirement of Robert A. McKnight from the Board upon having served 12 years, recognizes his many contributions through dedicated service on and in various Board committees and offices. Bob's good judgment and life experiences will be greatly missed.

At this time, Martha Catt, Director, presented Bob McKnight with a certificate and cross-stitched interpretation of the present Library.

Adjournment

Upon motion duly made by Lisa Hull, seconded by Mike Zeller, and unanimously adopted, it was resolved that there being no further business, the meeting adjourned at 8:43 PM.

Lisa Hull, Secretary

December 2002 Library Board:

Steve Caltrider
Tim Fisher
Lisa Hull
Bob McKnight
Ken Kuper
Mike Zeller
Matt Price