

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
October 21, 2002**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held October 21, 2002, beginning at 7:38 PM. All members of the Board¹ of Trustees were present except Ken Kuper. Martha Catt, Director, George Abel, Library Counsel and Cathy Hurst, Board Assistant, were present. One High School Government student also attended. Steve Caltrider, President, presided.

Secretary's Report

Minutes of the September 16, 2002 Board Meeting and September 23, 2002 Public Hearing

Upon motion duly made by Lisa Hull, seconded by Tim Fisher, and unanimously adopted, the minutes of the regular Board meeting held on September 16, 2002, and the Public Hearing held September 23, 2002 were approved as presented.

Treasurer's Report

October Claims

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

Committee Reports

Automation Committee

Lisa Hull reported that the Automation Advisory Council met on October 8, 2002. The minutes from this meeting are attached.

The Board discussed the problem encountered when the power goes off momentarily and the server does not have time to properly shut down with the assistance of the attached

¹ Board members, October 2002: Steven Caltrider, President, Tim Fisher, Vice-President, Bob McKnight, Treasurer, Ken Kuper, Assistant Treasurer, Lisa Hull, Secretary, Mike Zeller, and Matt Price

battery back-up unit [UPS]. The Board does not want to add a generator and would like to investigate the possibility of using a different UPS unit.

A proposal by the staff to develop a Critical Mission Automation Hardware/Software Policy was presented. The Board advised the staff to proceed with the development of such a policy.

Personnel Committee

Upon motion duly made by Bob McKnight, seconded by Mike Zeller, and unanimously adopted, the Board approved a correction on page 35 in the current Employee Handbook changing the phrase "from 20 to 24 years" to "20 + years" for full time, part time Group 1 and Group 2 employees. Further that this change will eliminate the category of "25 + years" for all eligible employees effective immediately. Exhibit A.

Building Committees

Building Development Committee

Mike Zeller reported that the Committee met for the second time prior to the Board meeting this evening. The Committee looked at contracting strategies and benchmarked similar public projects in the area. *Note: The minutes from meeting #1 of the Building Development Committee are attached.*

- At this time the Committee is leaning towards using a construction management approach. The next step would be, with the Board's approval, to solicit proposals from potential construction management firms.
- The advantage of the construction management approach is that the Board would have more control and involvement in the building process, while still being able to focus on the customers. Mixing construction and customer service will be a complex undertaking.
- Use of a CM would reduce the risk and uncertainty of working with a possibly unknown general contractor. If a general contractor is used, the low bid must be accepted and there would be more unknowns possible with this process.
- The Committee believes that a better partnership could be created between the Board and a construction management team with prime players being hand selected.
- The disadvantage to using a construction management firm would be that other contractors could not be used on smaller parts of the job. Separate contracts would have to be developed with each trade.

The Board concurred and advised the Committee to pursue the solicitation of proposals from construction management firms within the next 2 months in order to test the CM approach. The Committee will select those firms that they feel the Library can work with best. A final choice between Construction Management and General Contractor will be made early in 2003 and prior to the selection of a designer.

Building Information Committee

The Building Information Committee will meet Tuesday, October 22, 2002 to discuss a Building Information Campaign Proposal with the Public Information Council.

Building Finance Committee

Matt Price reported that George Freije representing the Foundation, John Crisel representing the Leasing Corporation, Martha Catt and himself representing the Library Board met October 1, 2002 to discuss interviews conducted September 25 with representatives from Therber, Brock and Kramer and September 27 with representatives from H. J. Umbaugh & Associates. The group recommended that Therber, Brock and Kramer be hired to handle refunding bonds for the present building.

Additional information is to be gathered about the services of both firms before a recommendation is made for the selection of the advisor for the expansion and renovation project.

A joint meeting of the Leasing Corporation and the Library Board will be held on Tuesday, October 29 at 7:30 pm. The purpose of the meeting will be to discuss the advantages and costs of refunding the existing bonds in January 2003 when these are callable for the first time.

President's Report

Meeting with Area Officials

Matt Price attended the October 15 meeting. This meeting was well attended, including the new Prosecutor and new Council member. The discussion centered on cash management issues. Tim Fisher will attend the November 19 meeting and Steve Caltrider will plan to attend the December 17 meeting.

Library Foundation Board Annual Meeting

The Library Foundation approved all grants submitted by Library staff in an aggregate amount of \$18,840 at the annual meeting held October 8, 2002. The Foundation is interested in helping the Library Board with the project when appropriate.

Presentations to Appointing Authorities

Matt Price and Martha Catt made a presentation to the Boone County Council on October 8. An overview of the Library's vital statistics as well as the building project was presented.

Mike Zeller and Bob McKnight will meet with the Boone County Commissioners in November to present a similar update.

The School Board would like to continue receiving the minutes from the Library Board's meetings and does not desire a presentation by their Board appointees at this time.

Director's Report

Statistics

The number of cardholders has increased 8.25% during the first 9 months of 2002 over those cards held on December 31, 2001. A total of 164 new cards were issued during the September Card Campaign.

Concern was expressed that the door count figures for 2002 are less than for the same period in 2001. Circulation, however, is 7% higher than through the first 9 months of 2001. The Board asked the Director to develop a proposal to possibly engage a group leader for focus group sessions.²

Friends of the Library

The Friends of the Library Book Sale was held October 19 and 20 and netted \$1,994. The Friends changed the sale date from October 5th to the weekend of the 19-20 to accommodate Library programming. This was also the first time that the Friends offered a Sunday sale in the Library.

E-Books Available at the Library

The only way to sign up to use e-books is to come into the Library and register. Once a person has done this, four hours of the book can be downloaded at a time to a home or office computer. Only a handful of customers have registered.

Self Service

The self-checkout stations should be set up sometime in November after the 16th. Customer holds will be placed in the lobby area so customers can pick these up without engaging the Library staff to retrieve items for them.

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 adjourned at 8:58 PM.

² Management Staff suspect that the reduction in door count is related to the current construction on Highway 334 and the inconvenience that this has created a barrier for some residents and customers in getting to the Library quickly.

Lisa Hull, Secretary