

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

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held September 16, 2002, at 7:35 PM. All members of the Board of Trustees were present. Martha Catt, Director; Mary Rueff, Assistant Director; Connie Brandt, Automation Services Department Head; George Abel, Library Counsel; Cathy Hurst, Board Assistant; Laura Hawkins Zionsville Times Sentinel, and Geoffrey Abel, Zionsville High School Government student, were present. Steve Caltrider, President, presided.

Secretary's Report

Minutes of the August 19, 2002 Board Meeting and Special Meeting

Upon motion duly made by Lisa Hull, seconded by Ken Kuper, and unanimously adopted, the minutes of the regular Board meeting and the special meeting of the Board held August 19, 2002 were approved as presented.

Treasurer's Report

September 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 September 2002, as reviewed and approved by the Library Director and Assistant Director and audited and approved for payment by the Treasurer.

2003 Budget Adoption and Appeal

Per the Board's direction, an appeal was advertised in both the Lebanon Reporter and the Zionsville Times Sentinel on September 18, 2002. The Board will host a public hearing on September 23, 2002 at 6:00 p.m. to hear resident comments. The appeal is being made on the basis of the three-year net assessed valuation growth in the Library District and will increase the Operating Fund levy by \$23,095 to a total of \$556,095 from \$533,000. The rate will not increase from the initial projection of eight cents for the Operating Fund and four cents for the Lease Rental Payment Fund. [Note: In the past the rate has been lowered following review by the State Department of Local Government Finance.]

Upon motion duly made by Bob McKnight, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees resolved that the 2003 budget resolutions set forth as Exhibits A [Operating Fund], B [Library Improvement Reserve Fund] and C [Lease Rental Payment Fund] be approved and adopted as updated with a levy appeal in the amount of \$23,095 that brings the levy total from \$533,000 to \$556,095. The proposed budget totals are \$2,177,251 for the Operating Fund, \$500,000 for the Library Improvement Reserve Fund and \$282,000 for the Lease Rental Payment Fund. The rate is not changed as a result of the increase in the levy for the Operating Fund. [Note: The appealed amount was not added to the Operating Budget but reflected in the cash balance making it available, if approved, to put into the 2003 budget appropriations.]

Committee Reports

Automation Committee

Technology Plan 2002-2005

Connie Brandt, Automation Services Department Head, reviewed the proposed updates in the Technology Plan. Those goals that had been accomplished were deleted from the 3-year Plan. The inventory that is a part of the Plan is under constant revision to reflect changes in equipment holdings. All references to the Dynix system were changed to Sirsi reflecting installation of the new online-catalog system in 2002. The Disaster Plan was reviewed and implementation of both Plans will begin with the Board's adoption.

Upon motion duly made by Lisa Hull, seconded by Bob McKnight and unanimously adopted, it was resolved that the Technology Plan, 2001-2004 be replaced with the proposed Technology Plan, 2002-2005 and advise that the revised plan conforms to current state and federal requirements. Further that this revision will be submitted to the Indiana State Library for confirmation of conformity.

Technology Equipment and Software Needs

Connie Brandt also presented the technology equipment and software needs for the Library including two color laser printers (\$5,000), five computer workstations (\$6,000), upgrade license for the Norton anti-virus software (\$3,000), and website maintenance software to enhance staff efficiency (\$600.)

Upon motion duly made by Lisa Hull, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees authorized Connie Brandt to place orders for five computer workstations not to exceed a total cost of \$6,000, two color laser printers for a total cost not to exceed \$5,000, update licensing for Norton anti-virus software at \$3,000 and website software for a combined total of \$13,600 .

Other Automation Information

Connie Brandt also reported that there have been web server problems related to an extended power outage on July 29. The Automation staff is working with a local firm to resolve these issues. The Department is interviewing job applicants to fill a part-time vacancy in the Automation Department.

Two self-service checkout stations will be set up in the Library. One station will be located in the lobby with the other station located on the second floor. Per request by the Board, Connie Brandt will check on the possibility of tracking public use of the new self-service stations.

Connie Brandt also reported that the Library web site is currently being studied and enhancements will be coming soon.

Mary Rueff reported that she has been working with Automation to streamline the Library's voice mail system so that people who call the Library can get where they want to go faster. This week she will be reviewing the final draft. As soon as it has been edited she will revise the voice prompts.

Expansion Committees

Building Development Committee

Mike Zeller reported that the Building Development Committee met for the first time prior to the Board meeting this evening. The preliminary objective of this committee is: **"To provide a Board interface and oversight to the design and construction activities of the expanded Library facility."** The committee addressed the following issues:

- Recommendation that the Facility Advisory Council be used as a sounding unit for any committee working on the building expansion project and not exclusively for this Committee.
- Martha Catt will represent staff on this Committee and Mary Rueff will serve as the back-up staff representative.
- There is a need for good communication among committees, and it was recommended that this partially be accomplished through the distribution of minutes to all building related committees. [Note: The minutes for this Committee's first meeting are attached to these Board minutes.]
- A preliminary schedule was considered that would begin in early 2003 and extend through mid-2005.
- The Committee will look at the pros and cons of selecting a Construction Manager versus a General Contractor at their next meeting on October 21 at 6:30 p.m.

Building Finance Committee

Matt Price reported that the Building Finance Committee met September 10, 2002. The reviewed quotes for the services of a Financial Advisor and a Bond Counsel. Ice Miller will be recommended for Bond Counsel. Committee members will meet with representatives from H.J. Umbaugh and Thurber, Brock and Kramer for additional discussion and proposal clarification. A timeline will be offered after the Finance Advisor is confirmed.

President's Report

Meeting with Area Officials

Tim Fisher will attend the September 17, 2002 meeting. Library management requested that Tim pass along observations regarding the Fall Festival Parade to Mr. Tikijan. Tim will also take a new brochure titled "Introducing Your Growing Library" to distribute to meeting attendees and some comments from staff about the Fall Festival Parade experience. Matt Price will attend October 15, 2002 meeting.

New Parents Meeting

Steve Caltrider reported that he and several management staff attended this ZCS-sponsored meeting on August 26, 2002. The Library staff took applications for new library cards and Internet registrations from attendees.

Staff Training Event

The annual Staff Training was held on August 27, 2002, at the Education Services Center. Consultant Sharon Wiseman presented information about use of the Myers-Briggs Type Indicator. Steve Caltrider spoke to staff on behalf of the Board extending appreciation for the successful Summer Reading Programs. Steve and Lisa Hull both were present during the recognition and meal. Lisa stayed for the evening training session. Steve asked that the PowerPoint presentation developed by Mary be e-mailed to the Board.

Mary Rueff presented t-shirts and certificates to the Board members who were unable to attend the event in recognition of the Board's support of the summer reading programs.

Director's Report

Statistics

Circulation is 7% more than for the first 8 months of 2001. The Library has been open for two Sundays and business has been slow so far. There are still gaps in our statistics for 2002 in

some fields due to the SIRSI installation. Staff will continue to work on filling in the gaps. Library card registration is up 10.8% over the first 8 months that ended August 31, 2001.

Holiday Closings in 2003

Upon motion duly made by Lisa Hull, seconded by Bob McKnight, and unanimously adopted, the Board approved the proposed holiday closing schedule for 2003 as set out in Exhibit D.

ILF District Conference

The District 4 conference will be held Friday, November 1, 2002 at the Glendale Public Library in Indianapolis, IN. The pre-registration deadline is Saturday, October 19, 2002. A program will be offered for Trustees.

ILF Leadership Conference

This year's ILF conference will be held at the Inn of the Four Winds in Monroe County south of Bloomington on Wednesday, October 23 and Thursday, October 24, 2002. The presentation will be led by consultant, Ellen Miller, and focus on advocacy.

Inspire Funding Update

Martha Catt, Mary Rueff and Connie Brandt attended a special INCOLSA Board meeting called to consider future funding for Inspire since the State has withdrawn Build Indiana funds due to current budgetary challenges. The INCOLSA Board gave the Executive Committee authority to develop a funding alternative for Inspire using the most prudent and economical options available.

Staff Changes

Wendy Garraway has been hired to replace Emy Matesan in Circulation. Wendy will begin working Monday, September 23. Joan Accardi's hours in Circulation will be taken by Jean Martin who began working full time today. Joan and her husband have retired to South Carolina.

As soon as references have been checked, the Youth Services Department will announce a candidate of choice to replace Ginny Matheson.

Applications are being taken for a part-time position in Automation to replace Shawn Henson. Shawn completed his degree this summer and took a full-time automation position at the Anderson Public Library.

INCOLSA Representative

Upon motion duly made by Mike Zeller, seconded by Ken Kuper, and unanimously adopted, it was resolved that Connie Brandt be retained as the INCOLSA Board representative for the Library through mid 2004.

Newsletter Mailing

Mary Rueff reported that the Fall Newsletter containing program information for September, October, November and December was mailed August 28, 2002. This issue was mailed to all residents in the 46077 zip code rather than just card holders. A mailing service was retained and about 50% was saved on postage plus there was a significant savings in staff time formerly spent preparing the 6,000 plus newsletters for mailing. Some customers received the newsletter the day after being mailed.

Library Foundation Grants

Mary Rueff summarized the grants that will be presented to the Library Foundation for consideration at their annual meeting on October 8.

Staff Appreciation Committee	\$1,200 for recognition events
Automation	\$2,200 for a laptop computer
Adult/Teen Services	\$1,550 for the Adult Winter Reading Program
Adult/Teen Services	\$3,365 for Arizona storyteller Dennis Freeman
Administration	\$9,375 for Library newsletter – 3 issues
Administration	\$1,150 for Director's allocation

Budget Hearing on September 23, 2002

Steve Caltrider, Lisa Hull, Ken Kuper, Matt Price and Bob McKnight are planning to attend the Budget Hearing for the appeal on September 23, 2002, at 6:00 p.m.

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 8:50 PM.

Lisa Hull, Secretary

Board members, September 2002:
Steven Caltrider, President
Tim Fisher, Vice-President
Bob McKnight, Treasurer

Ken Kuper, Assistant Treasurer
Lisa Hull, Secretary
Mike Zeller
Matt Price