

**BOARD OF TRUSTEES  
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
January 20, 2003**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held January 20, 2003, beginning at 7:30 PM. All members of the Board of Trustees were present. Martha Catt, Director; George Abel, Library Counsel; Cathy Hurst, Board Assistant; Laura Hawkins, reporter for the Zionsville Times Sentinel; and Richard Deuchle, were present. Steve Caltrider, President, presided.

**Introductions**

Steve Caltrider introduced new Library Board member, LeeAnn Biggs. Lisa Hull, who is beginning her second term on the Board, and LeeAnn Biggs were administered the Oath of Office by Cathy Hurst.

Richard Deuchle was introduced to the Board as the new Automation Services Department Head. Richard and his family reside in Zionsville. His most recent employment was as an IS Network Services Senior at the University of Wisconsin – Madison. He completed his Bachelor of Business Info-Systems, Analysis and Design at the UW-Madison in May2000. He has supervisory experience. Richard will be starting full time on January 24, 2003.

**Secretary's Report**

Minutes of the Board Meeting and Executive Session held on December 16, 2002

*Upon motion duly made by Mike Zeller, seconded by Lisa Hull, and unanimously adopted, the minutes of the regular Board meeting and the executive session meeting held on December 16, 2002, were approved as presented.*

**Treasurer's Report**

December Claims

*Upon motion duly made by Lisa Hull, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for January 2003, as reviewed and approved by the Library Director and Assistant Director and audited and approved for payment by the Treasurer.*

COIT

The Library will be receiving \$84,093.96 less in COIT revenue during 2003 than was projected when the 2003 budget was prepared in 2002. The total revenue estimate from COIT was \$840,000. The actual revenue will be \$762,143.04.

### Cash Change Fund

*Upon motion duly made by Lisa Hull, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees resolved to establish a cash change fund in the amount of \$40 that will be kept in the Bookkeeper's office to make change as needed. The Director will be the custodian of the fund.*

### **President's Report**

#### Committee Appointments

The Board President presented his appointees to the Standing Committees of the Library Board.

*Upon motion duly made by Mike Zeller, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees resolved to recommend LeeAnn Biggs as the Library Board's representative to the Foundation Board.*

#### Annual Report and February Board Meetings

Steve Caltrider announced that the Annual Report Meeting would be held on Thursday, February 20, 2003 at the School Corporation's Administrative Services Building located at 900 Mulberry Street in Zionsville.

*Upon motion duly made by Lisa Hull, seconded by LeeAnn Biggs, and unanimously adopted, the Board of Trustees approved closing the Library on Thursday evening, February 20, 2003, at 5:00 p.m. and changing the regular Library Board Meeting from February 17 to February 20, 2003.*

#### Expansion Project Assignment

The President asked the 3 committees [Finance, Information and Development] to prepare their portion of the calendar in advance of the February 20, 2003 meeting so that the master calendar can be put together for review at the next Board meeting. A general calendar for the key milestones of the construction project and a more detailed timeline of the pre-design phase will be presented at the February meeting.

#### Meeting with Area Officials

Due to a conflict, Steve Caltrider will not be able to attend the January 21, 2003 meeting. Lisa Hull will let Dr. Hull know that there will not be a representative from the Library Board at this meeting. Matt Price will attend the February 18, 2003 meeting.

#### Bonds

*Upon motion duly made by Lisa Hull, seconded by Tim Fisher, and unanimously adopted, the Board of Trustees resolved to approve surety bonds for the Treasurer, Bookkeeper and Assistant Bookkeeper in the amount of \$12,000 each. Such bonding is for the faithful*

*performance of duty and for the accurate accounting of all money handled by the treasurer, bookkeeper and assistant bookkeeper during the 2003 fiscal year.*

*Upon motion duly made by Lisa Hull, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees resolved to re-establish a Building Fund for the purpose of receiving donations for the Library Expansion.*

## **Committee Reports**

### Personnel Committee

Connie Brandt and Barb Wright have submitted a proposal to job share the Adult/Teen Services Assistant Department Head position. This position is currently a full-time position held by Barb Wright. The Personnel Committee will review this position in six months and then yearly to see if it continues to meet the needs of the Library and the employees involved.

*Upon motion duly made by LeeAnn Biggs, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees resolved that the Automation Services job description be revised as set forth in Exhibit D; that a revised pay scale for 2003 be adopted, and that the exempt Assistant Adult/Teen Services Department Head position be changed from a single full time position to two shared non-exempt part time positions.*

### Nominating/By-Laws Committee [BY-LAWS}

*Upon motion duly made by Ken Kuper, seconded by Lisa Hull, and unanimously adopted, the Board of Trustees resolved that the Bylaws adopted in February 20, 1995, be revised as presented and be made effective immediately.*

### Building Committees

#### Building Finance

This committee will be meeting to work on a timeline to be presented at the February Board meeting.

#### Building Information

This committee presented the attached Building Information Campaign 2003-2005. They will meet between now and the February Board meeting to refine the Campaign and develop a time-line.

#### Building Development

This committee met prior to tonight's Board meeting. The focus is on obtaining the professional services needed to get into the Design Phase (phase one.) George Abel, Library Counsel, met with the committee as well and he was asked to research the appropriate way that the Board would need to handle the RFP process for selection of the designer and the construction manager.

## Director's Report

### Statistics

The total circulation for 2002 was 295,297. Total circulation of 300,000 should be reached during 2003. The circulation on Sundays accounted for about 5% of the total circulation. The hours open on Sundays accounted for 4.5% of the total hours open.

During December, 4,918 items checked out at the self-service station in the lobby. This accounted for 25% of the total items that checked out.

### Meetings with Area Legislators

The Director, available Board Members and some staff have met with state Senator Jeff Drozda, Representatives Cindy Noe and Jeff Thompson over the past couple of months. The Director will write a letter to Representative Jim Buck outlining our issues. Buck was not invited to meet with us since he is not new to the area or to Library issues.

A Third House Session will be held at the new Witham Hospital in Lebanon, Indiana, this Saturday, January 25, 2003 at 7:30 a.m. There will also be sessions held on February 15, March 15 and April 19. This is an opportunity to hear the legislators provide an update on what is happening with the General Assembly. Board members were encouraged to attend.

Any Board members who can attend the ILF Legislators Lunch at the Westin Hotel on February 18, 2003, are encouraged to advise Martha of their interest by Monday, January 27.

### Visit by Children's Author Eric Kimmel

Internationally known children's author, Eric Kimmel, is coming to Zionsville on Saturday, January 25, 2003 to present a special program to children in grades K-4 and their parents. The program will be held in the Pleasant View Lower Elementary School café at 2:00 PM. Mr. Kimmel's visit is sponsored by the Wilma Hudson Black Memorial Fund for Children's Reading Programs. If any Board members are interested in attending, please call the Youth Services Department to preregister.

### 2002 Fourth Quarter Reports and Strategic Plan

The Fourth Quarter Reports are attached. The Director and Department Heads will work on the 2003 Strategic Plan at a Management retreat planned for the last week of February. Steve Caltrider asked that an updated Strategic Plan to be in place by March if possible.

## Adjournment

*Upon motion duly made by LeeAnn Biggs, seconded by Lisa Hull, and unanimously adopted, it was resolved that there being no further business, the meeting adjourned at 8:44PM.*

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Mike Zeller, Secretary

*January 2003 Library Board: Steve Caltrider, Tim Fisher, Lisa Hull, Mike Zeller, Ken Kuper, Matt Price, and LeeAnn Biggs*