

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
November 17, 2003**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held November 17, 2003, beginning at 7:42 p.m. All members of the Board of Trustees were present except Steve Caltrider. Martha Catt, Director; Mary Rueff, Assistant Director; Rick Deuschle, Automation Services Department Head; Brooke Baker, reporter for the Zionsville Times Sentinel, and Claudia Clark, community resident, were also present. Tim Fisher, Vice-President, presided.

Secretary's Report

Minutes of the Board Meeting held on October 20, 2003

Upon motion duly made by Mike Zeller, seconded by LeeAnn Biggs, and unanimously approved, the minutes of the regular Board meeting with addenda held on October 20, 2003, were adopted.

Special Board Meeting

A special board meeting will be held on Monday, December 29, 2003 for the purpose of making appropriation transfers to balance the various funds as well as repay any outstanding loans made in 2003 from fund to fund. The time of this meeting will be set at the regular meeting of the Board on Monday, December 15.

Treasurer's Report

November 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 November 2003, as reviewed and approved by the Library Director and Assistant Director and audited and approved for payment by the Treasurer.

2003 Property Tax Collection & Distribution

Upon motion duly made by Lisa Hull, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees resolved to request¹ an advance draw of available property tax and excise funds from the County Auditor and County Treasurer.

Universal Services Funding Request

Upon motion duly made by Lisa Hull, seconded by LeeAnn Biggs, and unanimously adopted, the Board of Trustees resolved to ratify the application for the seventh year reimbursement of a portion of the Library's telecommunication charges for telephone and pager services with Universal Services Funds through the Schools and Library Division of the Universal Services Administration Company.

Committee Reports

Building Development Committee

Mike Zeller reported on activities of the Building Development Committee. The Committee last met on November 5, 2003. No action from the Board is required at this time. In addition, Mike advised that CSO would be delivering documents for the Committee's review to the Library on Wednesday, November 19. Committee members will pick these up in preparation for a subsequent review meeting with CSO scheduled for Monday, November 24.²

A special meeting of the Library Board will be required on Monday, December 1 to approve the design documents. The meeting will begin at 7 p.m. and will be held in the Program Room.

Building Information Committee

LeeAnn Biggs reported on the presentation made by Steve Caltrider and her at the Village Residents Association's annual meeting on October 28, 2003 at 7:30 p.m. at the Sullivan Museum about the Library expansion. There was support from the group and some good questions.

Building Finance Committee

Note: *See minutes for public hearing held prior to this Board meeting this evening.*

Policy Committee

Tim Fisher reported that minor changes were being proposed for six existing policies along with a new Photo Release Policy. Library Counsel has not yet reviewed the Photo Release Policy.

¹ The request was hand delivered to Gretchen Smith, the Boone County Auditor, on Tuesday, November 18, 2003.

² Note that this meeting has been changed to Friday, November 21 at 8 a.m. due to schedule conflicts.

Upon motion duly made by LeeAnn Biggs, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees resolved to amend the Behavior, Display, Meeting Room, Postings, Study Room and Unattended Children Policies; and to adopt the Photo Release Policy, pending review by Library Counsel, George Abel.

Personnel Committee

The Personnel Committee met on November 14 to discuss a proposed change in the organization of the Library's management hierarchy. Library Director, Martha Catt, explained the new hierarchy and proposed that Library Trustees consider the reorganization at their December meeting when a fiscal impact statement will be presented.

President's Report

Meeting with Area Officials

Mike Zeller will attend the November 18, 2003 meeting. Tim Fisher volunteered to attend the December 16, 2003 meeting.

Nominating Committee Report Due December 15

The Nominating Committee will meet following the Special Library Board meeting being held on December 1, 2003 for the purpose of preparing a slate of officers for 2004 and reviewing the current Bylaws.

Director's Annual Performance Review

Tim Fisher asked that all Director's performance review forms be returned to him by December 1, 2003. He will compile the comments for presentation at the Executive Session scheduled at 7 PM immediately prior to the regular December meeting.

Calendar Review

Martha Catt, Library Director, reviewed the upcoming calendar of events.

IILF District Conference at State Library

LeeAnn Biggs shared some information and handouts from the ILF District 4 meeting she attended in October. The Board of Trustees was asked to read the information and LeeAnn will lead a review of the information at the January 2004 Board meeting.

Director's Report

Statistics

A new circulation milestone will be reached sometime during the first 2 weeks of December 2003: a total of 300,000 items will have been circulated during the year! A celebration is planned to recognize the customer who checks out the 300,000th item. Rick Deuschle advised that the self-check stations would be disabled when the circulation total nears this new milestone.

Proposed Elements of Interior Design

Four preliminary color boards for different areas of the library expansion were on view. The Director indicated that discussion about the boards would take place immediately following the meeting. Also discussed was a suggestion about the selection of an artist for assistance with part of the first floor entryway into the program and youth services areas.

Community Involvement

Eagle PTO

Monday, November 3, Martha Catt and Mary Rueff made a presentation to the Eagle Elementary PTO about resources available at the Library to help children with homework assignments.

2003 Indiana Intern Awards

Martha Catt announced that the Library's 2003 summer intern, Bri Kovac, was awarded one of only two awards, the "Best of the Best" by Indiana InternNet. Bri, her mother, Lauren, Martha Catt and Mary Rueff attended the awards luncheon at the downtown Marriott Hotel on Wednesday, November 5.

Other Matters

Library Newsletter

The Library Newsletter was mailed to residents on November 17. Another issue will be readied in January for mailing in February.

CSO Rep at Teen Council Meeting

A representative from CSO Architects will attend the Teen Council meeting on November 18 to discuss choices for the interior decoration of the new Teen space in the expanded building.

2004 Annual Report Dinner

A reminder was given that the 2004 Annual Report Dinner will be held on February 19, 2004 at the Zionsville Fellowship Church, to begin at 5:30 PM.

Technology Plan

Automation Services Department Head, Rick Deuschle, presented the 2004 Technology Plan and briefly outlined the differences from the 2003 Plan. He also mentioned that the money spent early in 2003 for firewall protection was well spent. A couple of times in 2003, viruses were being spread around the Internet and our Library network has not failed as a result of these attacks.

The Board will vote on the adoption of the updated Technology Plan at the December Board meeting.

Adjournment

Upon motion duly made by Lisa Hull, seconded by LeeAnn Biggs, and unanimously adopted, it was resolved that there being no further business, the meeting adjourn at 8:37 p.m.

Mike Zeller, Secretary

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