

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
December 15, 2003**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held December 15, 2003, beginning at 7:42 p.m. All members of the Board of Trustees were present except Lisa Hull and Matt Price. Martha Catt, Director; Mary Rueff, Assistant Director; Rick Deuschle, Automation Services Department Head; Brooke Baker, reporter for the Zionsville Times Sentinel, Jeff Rolland, community resident, and four high school students were also present. Steve Caltrider, President, presided.

Secretary's Report

Minutes of the Regular Board Meeting held on November 17, 2003 and the Special Meeting held on December 1, 2003

Upon motion duly made by Mike Zeller, seconded by Ken Kuper, and unanimously approved, the minutes of the regular Board meeting with addenda held on November 17, 2003, and the special Board meeting held on December 1, 2003, were adopted.

Treasurer's Report

December Claims

Upon motion duly made by Ken Kuper, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for December 2003, 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 LIRF

Until we receive a substantial draw of property and excise tax, a check cannot be prepared to make the transfer from Operating Fund to LIRF. If the December draw is sufficient, the transfer check will be brought to the December 29th meeting for approval. If not, the amount will be encumbered and transferred in 2004 after the 2003 property tax money has been received.

End of Year Fund Transfers

The end of year fund transfers to balance accounts will be made at the December 29 special meeting of the Library Board.

Committee Reports

Building Development Committee

Mike Zeller reported that the Building Development Committee met on November 21, 2003, and December 10, 2003. A meeting was also held with Ed Mitro, Town Planner, to discuss variances on December 9. The plans for the expansion project are still eleven parking spots short of meeting the present zoning requirements. A parking agreement with Eagle Elementary School would aid the parking shortage variance. Mike Zeller and Steve Caltrider reviewed a draft of a letter to the School Board requesting parking support at Eagle Elementary School when the school is not using their parking spaces. In addition to the parking situation, variances will be required for: 1) parking encroachment into setback limits, and 2) reduced truck dock access and quantity.

The Library will apply for consideration at the January meetings of the Board of Zoning Appeals [variances] and the Plan Commission [plans]. It would be a reasonable possibility that the variances would be approved in January 2004. The next Building Development Committee meeting will be held on January 7, 2004 at 8 a.m.

Building Information Committee

LeeAnn Biggs reported that requests have been received to make presentations to the Kiwanis Club on February 10, 2004 at 7:00 a.m. and to the Village Arts and Study Club on February 13, 2003 at 10:00 a.m. Steve Caltrider will check his availability to attend the February 10th presentation and Ken Kuper will see if he can attend the February 13th meeting.

Building Finance Committee

Martha Catt reported that the Library should be hearing soon from the Department of Local Government Finance through attorney Tom Peterson as to the DLGF's approval of the Board's request for bonding \$3.75 million. When approval is received, the Committee will publish a notice of the execution of the lease.

Personnel Committee

Pay Structure

Steve Caltrider reported that the Personnel Committee met prior to the Executive Session of the Board this evening. The purpose of this meeting was to review the consultant's revised and proposed pay structure. The Committee will present a

recommendation to the Board at the December 29, 2003 meeting or the January 19, 2004 meeting.

Personnel Policies

The Committee will present a recommendation for a change to the unpaid leave policy at the January Board meeting.

Medical Insurance

The Library will be switching medical coverage for full time employees in 2004 from Anthem to United Health Care (UHC.) UHC was selected because it was the most reasonable coverage and cost for our full time covered staff. The plan will be administered through Gregory & Appel.

Cost of Living Adjustment for 2004

Upon motion duly made by LeeAnn Biggs, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees confirmed a cost of living adjustment for all Library employees at a rate of 2.1 percent increase beginning January 5, 2004.

Automation Committee

Upon motion duly made by Ken Kuper, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees approved the purchase of two Microsoft servers and a rack in the amount of \$12,245 and authorized the Treasurer to sign the check for this purchase before December 31, 2003. [Note: The purchase will be made from the Operating Fund.

Upon motion duly made by Tim Fisher, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees approved the Technology Plan for 2003-2006 with projected technology budget for the expansion project.

Rick Deuschle, Automation Services Department Head, reported that the revised back-up system approved by the Board in August has been operational for two and a half months. Everything is working well and the Automation staff appreciates not having to make a weekend trip to the Library to make a five-minute tape switch. The offsite back up should be installed around January 5, 2004 and will be tested then.

President's Report

The President would like to thank Ken Kuper, at his last regular Board meeting, for all of his service and dedication to the Library Board and to the community of Zionsville. The President also wanted to let those who were unable to attend the community reception honoring Ken on December 12th know that Ken was recognized as a Distinguished Hoosier by Indiana's Governor Joseph Kernan.

The President introduced Jeff Rolland. Jeff has applied to the Boone County Council for the Board position that will be left vacant by Ken Kuper. Resident Claudia

Clark who attended the November Board meeting has also applied with the Council for the position.

Ken Kuper's Retirement from the Library Board

Upon motion duly made by Tim Fisher, seconded by LeeAnn Biggs, and unanimously adopted, the Board of Trustees resolved that on the occasion of the retirement of Ken Kuper from the Board upon having served 23 years, the Board recognizes his many contributions through dedicated services on and in various Board committees and offices. Ken's good judgment and government management experience will be greatly missed.

Meeting with Area Officials

Tim Fisher will attend the December 16, 2003 meeting.

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
LeeAnn Biggs, Assistant Treasurer
Matt Price, Assistant Secretary

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

Upon motion duly made by Ken Kuper, seconded by Tim Fisher, and unanimously adopted, the Board of Trustees resolved that the nominations for officers be closed.

Upon motion duly made by LeeAnn Biggs, seconded by Ken Kuper, 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 Steve Caltrider, and unanimously adopted, the Board of Trustees authorized LeeAnn Biggs, Tim Fisher or Mike Zeller to use and/or authorize use of the Treasurer's stamp in the absence of the Treasurer during fiscal year 2004 to pay Library warrants.

Library Board Positions

The President of the Boone County Council advised that the vacancy left by Ken Kuper beginning January 1, 2004, would remain unfilled until the Council's January 13 meeting. The School Board reappointed Tim Fisher at their meeting on December 8, 2003.

Director's Report

Statistics

The Circulation Department reached the magic mark of 300,000 circulations at 6:20 p.m. on Wednesday, December 10, 2003. Bonnie Niehaus checked out the 300,000th item. She was here with her daughters, Amy and Sarah. They were surprised and very pleased with their gifts. The evening staff along with Martha Catt, Rick Deuschle, Mary Rueff and Mike Zeller was available to join the celebration.

Disposal of Personal Property

Upon motion duly made by LeeAnn Biggs, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees resolved that ten wood bleacher seats, six concrete porticos and one C&Ku Band Satellite receiver and dish be declared surplus property. Further that these items be offered to the Zionsville Community Schools and then to other public and nonprofit agencies at no charge.

Fines

Because it is a complex issue, the staff recommends leaving the fine policy as is for now. More information, including staff visits to Terre Haute and Bloomington will be compiled and then this issue will be revisited at a later date.

Community Involvement

ZCS and HMMPL

The Director attended the fourth meeting of the ZCS Key Communicators on Tuesday, December 2, 2003.

Adjournment

Upon motion duly made by Ken Kuper, seconded by Mike Zeller, and unanimously adopted, it was resolved that there being no further business, the meeting adjourn at 8:43 p.m.

Mike Zeller, Secretary

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