

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
SPECIAL MEETING
December 1, 2003**

A special meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held December 1, 2003, beginning at 7:00 p.m. All members of the Board of Trustees were present. Martha Catt, Director and Brooke Baker, reporter for the Zionsville Times Sentinel were also present. Steve Caltrider, President, presided.

Building Finance Committee

Matt Price reported on the hearing held by the Department of Local Government Tax Control Board on November 25, 2003 related to lease financing for the Library's expansion. Following our presentation, that Board voted 4 to 0 in favor of recommending \$3.75 million in bond financing for our project. Matt attended the hearing with Martha Catt, Roger Burrus, Thomas Peterson and Dan Kramer.

Building Development Committee

Upon motion duly made by Mike Zeller, seconded by Ken Kuper, and unanimously adopted, the Board resolved to approve Design Development as presented by CSO [Exhibit A including addenda] with the exception of the site-parking plan. Further to direct CSO to proceed with the Construction Document Phase. In addition it is to be understood that such action is not to result in development of construction documents that exceeds the construction, construction contingencies, furnishings, and equipment ¹budget total of \$4,866,050.

Steve asked that staff prepare the following for presentation to the Board at their regular meeting on December 15, 2003:

- A list of minimum computer equipment needs with a cost estimate for opening day in the expanded facility. Further that this information be included in the Library's Technology Plan.
- A list of computer equipment needs with cost estimate for opening day that would be "nice to have" and more than provided in the "minimum listing".

¹ It is understood by the Board that "equipment" includes but is not limited to technology, computers, and phone system.

- ❑ A proposal including equipment list and cost estimate for an updated telephone and voice mail system.
- ❑ A list of minimum furniture needs with cost estimate for opening day with cost estimate.
- ❑ Confirm with Moore Engineers that the infrastructure cabling for the computer system is presently included in the cost estimate for the building.

Further the Board recommended that CSO provide a basic design for landscaping the property at opening that meets the local Zionsville Code requirements. In addition they would like to have a future plan where additional trees and shrubs might be planted on the property.

It was discussed that CSO should be asked to have their cost estimator review the project a second time once the plans are close to being completed. It is imperative that a reasonable budget for furniture and equipment be included in the budget of \$4,866,050.

Adjournment

Upon motion duly made by Lisa Hull, seconded by Ken Kuper, and unanimously adopted, it was resolved that there being no further business, the meeting adjourn at 8:05 p.m.

Mike Zeller, Secretary

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