



LIBRARY BOARD MEETING MINUTES

BOARD OF TRUSTEES HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY MINUTES REGULAR MEETING April 21, 2003

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held April 21, 2003, beginning at 7:32 PM. All members of the Board of Trustees were present except Tim Fisher. Martha Catt, Director; Mary Rueff, Assistant Director; Laura Hawkins, reporter for the Zionsville Times Sentinel and Cathy Hurst, Board Assistant were also present. Steve Caltrider, President, presided.

Secretary's Report

Minutes of the Board Meeting held on March 17, 2003

Upon motion duly made by Mike Zeller, seconded by Ken Kuper, and unanimously adopted, the minutes of the regular Board meeting held on March 17, 2003, were approved as presented.

Treasurer's Report

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

Upon motion duly made by Lisa Hull, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees resolved to request an advance draw of available funds from the County Auditor and County Treasurer and to date and mail the request May 15, 2003.

Upon motion duly made by Lisa Hull, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees resolved to transfer up to \$58,000 on June 16, 2003 from the Library Improvement Reserve Fund [LIRF] to the Lease Rental Payment Fund until such time that property tax revenue income to the Lease Rental Payment Fund is sufficient to repay LIRF the borrowed amount and before December 31, 2003.

Further, we believe that an emergency exists due to the delay in collection of May property taxes due to activities related to reassessment.

Further, that a copy of the Board approved minutes of the April 21, 2003 Board meeting containing this resolution will be forwarded by the Library Director to the State Board of Accounts and to the Department of Local Government Finance.

Committee Reports

Building Information Committee

LeeAnn Biggs reported that the Building Information Committee has a presentation time with the Kiwanis Club at 7:00 a.m. on Tuesday, May 20, 2003. Board members will check their availability to attend this presentation. Bri Kovac, local resident and marketing student at IU, has accepted the position of Marketing Intern for ten weeks during the summer. She will begin working on May 12, 2003.

Building Finance Committee

Matt Price reported that the Building Finance Committee met with the Leasing Corporation at 7:00 p.m. on March 25. Minutes from this meeting are included in the addendum.

Upon motion duly made by Matt Price, seconded by LeeAnn Biggs, and unanimously adopted, the Board of Trustees resolved to appoint Ice Miller as Bond Counsel for the expansion project and to retain Therber, Brock and Kramer as Financial Advisor.

Building Development Committee

Mike Zeller reported that the Committee met on April 12 and April 14, 2003. The minutes of these meetings are included in the addendum.

Upon motion duly made by Mike Zeller, seconded by Matt Price, and unanimously adopted, the Board of Trustees authorized the preparation of a contract to Kramer Corporation of Brownsburg, Indiana for pre-construction consulting not to exceed \$50,000,

And further resolved to authorize the President of the Board to execute this contract upon satisfactory review by the Building Development Committee.

Policy Committee

Matt Price reported that the Policy Committee met this evening prior to the Board Meeting. The committee reviewed three items:

1. Raising the price for use of laser printers to \$0.20 per page. Raising the price of color photocopies that are brought in from outside the Library to \$0.50 per copy, with a limit of twelve copies per visit.
2. *Upon motion duly made by Matt Price, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees authorized revising the Meeting Rooms Policy as presented.*
3. The Committee was presented with information about the U.S. Patriot's Act. A policy will be developed for Board consideration later this year.

President's Report

Building Information Presentation to Area Organizations

Martha Catt and Steve Caltrider presented building information to the Rotary Club on March 27. The next presentation will be to the Kiwanis on May 20, 2003 at 7 a.m. Mike Zeller might be able to attend.

Meeting with Area Officials

Lisa Hull will forward minutes from the Area Officials meeting for May 20, as this is the same morning as the presentation of building information to the Kiwanis Club. Matt Price will attend the June 17, 2003 meeting.

2003 Strategic Plan

Upon motion duly made by LeeAnn Biggs, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees adopted the 2003 Strategic Plan effective January 1, 2003.

Director's Report

Friends of the Library

The Friends granted the following awards at their March 19, 2003 meeting:

- \$40 for sweeper for Circulation
- \$225 for 14 baskets to circulate
- \$450 for Will Clay, illustrator, program
- \$1,200 for adult summer reading and photo contest
- \$400 for Harry Potter program in July

Statistics

The Winter Reading Program in Adult Services boasted an increase of 43% in registrants over the 2002 Cabin Fever program. The number of books read increased almost 200%.

During March the door count was up 14% over 2002. The self-check out activity represented 19% of all circulation during the month. Circulation is running 5% ahead of 2002 activity.

Upon motion duly made by Lisa Hull, seconded by LeeAnn Biggs, and unanimously adopted the Board of Trustees resolved to appoint Mary Rueff to replace Connie Brandt as our INCOLSA Board Representative effective immediately.

SIRSI Training

Rick Deuschle, Automation Services Department Head, spent the first full week of April in Huntsville, AL, receiving training on SIRSI.

Zionsville Community Schools

Members of the Library Staff will participate in Kindergarten Round-Up on April 20 and 30. We will do library card registration, Internet registration, promote the summer reading program and encourage kids to visit the Library.

On May 14, from 1:30-3:30 the Library and the ZCS will come together to discuss ways that we can help each other, better serve the children and their families and search for building design ideas. The discussion will be held at the Education Services Center. Sharon Wiseman, Training and Development Consultant, from Prospect Heights, IL will be the discussion leader. LeeAnn Biggs and Lisa Hull will attend representing the Library Board.

Salvation Army

In cooperation with the Indiana Division of the Salvation Army, our Library was a drop-off point for care package items needed by our troops in the Middle East. These items were forwarded to the Salvation Army on Monday, April 14. Children also drew pictures, which were sent along with the donations.

Third House Session With Legislators

The Boone County Chamber of Commerce, the Zionsville Chamber of Commerce and the Library hosted the final Third House Session on April 19, 2003, at 7:30 a.m. Tim Fisher, LeeAnn Biggs, Steve Caltrider and Matt Price attended. The legislators are planning to fund Inspire and Internet connectivity with Build Indiana funds.

Rotary Club of Zionsville

The Library hosted Rotary guests from South Africa at a pitch-in dinner on Saturday, April 19. Board member LeeAnn Biggs graciously sang at the event. Mary Rueff took the South Africans on a tour of the Library. They were impressed with the beauty and resources of our facility.

Strategic Plan/Service Responses of Choice

Each department prepared the First Quarter Reports for the top five strategies of choice. These reports are attached.

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 adjourned at 9:00 p.m.

Mike Zeller, Secretary

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

Attached Addendum including:

March 25, 2003 Building Finance Committee meeting minutes

April 12, 2003 Building Development Committee meeting minutes

April 14, 2003 Building Development Committee meeting minutes