

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
May 19, 2003**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held May 19, 2003, beginning at 7:35 PM. All members of the Board of Trustees were present except Matt Price. Martha Catt, Director; Mary Rueff, Assistant Director; Connie Brandt, Teen and Adult Services Assistant Department Head; Dan Sulkoske, Kramer Corporation; David Nelson, reporter for the Zionsville Times Sentinel; Cathy Hurst, Board Assistant and eleven high school students were also present. Steve Caltrider, President, presided.

Secretary's Report

Minutes of the Board Meeting held on April 21, 2003

Upon motion duly made by Mike Zeller, seconded by LeeAnn Biggs, and unanimously adopted, the minutes of the regular Board meeting held on April 21, 2003, were approved as presented.

Treasurer's Report

May 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 May 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 Tim Fisher, and unanimously adopted, the Board of Trustees authorized the revision of the Library's Investment Policy as follows.

Amendment to the Policy: All interest earnings derived from an investment by the Library's fiscal officer shall be receipted to the fund of which they are a part except the Designated Fund. All interest derived from an investment of this Fund shall be deposited into the Undesignated Fund.

Building Fund: Gifts that are "restricted" by the donor for the expansion of the Library facility are placed in this Fund.

Upon motion duly made by Lisa Hull, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees resolved that the use of the cash change fund be authorized immediately with the Director as the custodian of the Fund. A portion of this fund will be designated for use at each the Circulation Desk, Youth Services Desk, Teen/Adult Services Desk and for Administration/Bookkeeping change and further

that such money will be used to make change for customers when debts such as fines and various fees are being paid. Further that the Cash Change Fund be established at a grand total of \$155 with

\$45 set aside for Circulation Services Desk Change

\$20 set aside for Youth Services Desk Change

\$50 set aside for Teen/Adult Services Desk Change

\$40 set aside for Administration/Bookkeeping Change

Committee Reports

Building Development Committee

Mike Zeller reported that the Committee met on April 28 and May 12, 2003. The minutes of these meetings are included in the addendum. Steve Caltrider signed the contract with Kramer Corporation on May 12 to serve as Project Manager.

Upon motion duly made by Mike Zeller, seconded by Ken Kuper and unanimously adopted, the Board authorized the Library Board President to execute a contract with CSO Architects, in an amount not to exceed \$100,000 for preliminary design activities related to the expansion and renovation of the library facility.

Upon motion duly made by Mike Zeller, seconded by LeeAnn Biggs, and unanimously adopted, the Board authorized the Library Board President to execute, upon recommendation by a building committee chairperson and by the Board Treasurer, contracts for professional services, such as land surveying and geo-technical analysis required to support the design activities related to the expansion and renovation of the library facility. These contracts shall not exceed \$10,000 individually or \$25,000 cumulatively.

Upon motion duly made by Mike Zeller, seconded by Tim Fisher, and unanimously adopted, the Board endorsed the following general design directions as the starting point for the expansion and renovation of the library facility:

- The exterior of the expansion will match the architecture of the existing facility.*
- The interiors of the expanded and renovated facility will match the quality of materials and finishes in the existing facility.*
- The location and general site plan for the expansion will be as recommended in the 2001 Master Plan.*
- The existing main entrance for the Library will remain the main entrance. An additional patron entrance will be added at the west side, second floor area.*

Upon motion duly made by Mike Zeller, seconded by Ken Kuper, and unanimously adopted, the size of the library expansion will be approximately as noted in the 2001 Master Plan. Up to 15% additional space will be considered to increase the functionality of the completed building. It is recognized this additional space will result in additional cost.

Dan Sulkoske of Kramer Corporation presented a schedule to the Library Board for their consideration. The schedule presented had not been confirmed by Bond Counsel or the Building Finance Committee chairperson prior to the Board meeting. Such confirmation is necessary before the Library Board can approve the schedule.

Building Information Committee

LeeAnn Biggs reported that the Library Director would be making a presentation to the Kiwanis at 7:00 a.m. May 20, 2003. Bri Kovac, Marketing Intern, met with the Committee on May 15 to review and update the brochure and Power Point presentation. The committee will be hosting a dessert on Thursday, June 19, to provide information on the current space challenges of the Library to local community leaders.

Building Finance Committee

The Building Finance Committee has not met since the April Board meeting.

Personnel Committee

Steve Caltrider reported that the Personnel Committee met this evening before the Board meeting. The committee met with Ann Stochel, YT Technologies, Westfield, IN, to discuss a potential review and updating of the employee pay scale. Ms. Stochel will present a proposal to the Committee prior to the June Board meeting for its consideration.

Automation Committee

Lisa Hull reported that the Committee met with the Automation Department Head, Rick Deuschle, on Thursday, May 15, 2003.

Upon motion duly made by Lisa Hull, seconded by Mike Zeller, and unanimously adopted the Board of Trustees authorized the purchase of Symantec Gateway Security Hardware and Firmware plus installation for a not to exceed cost of \$16,500.

Further, the Board authorized the annual maintenance agreement for the above appliance at an estimated cost of \$3,820.

Upon motion duly made by Lisa Hull, seconded by LeeAnn Biggs, and unanimously adopted, the Board of Trustees authorized the purchase of Fortres software in the amount of \$1,435.

President's Report

Meeting with Area Officials

Lisa Hull will report on the Area Officials meeting for May 20. Matt Price will attend the June 17, 2003 meeting. The representative for the July 21 meeting will be named at the June Board meeting.

Meeting of ZCS and HMMPL

A joint discussion and brainstorming session between representatives of the Zionsville Community Schools and the Library was held on Wednesday, May 14, 2003. Sharon Wiseman was retained to facilitate the discussion between the two groups. LeeAnn Biggs and Lisa Hull represented the Library Board at the event. This initial meeting was deemed a good start to developing a working relationship between the schools and the library that will put the children's best interests first. After much brainstorming among the participants, areas of interest for future collaboration were suggested and volunteers were solicited. A list was compiled of the individual interests of those attending. Ultimately, there may be a written agreement drawn up that both Boards would endorse.

Director's Report

2004 Budget

The Board members will find a Budget Consideration Worksheet in the packet to aid in the preparation of the 2004 Library Budget.

Statistics

The Door count for April 2003 is less than the same month last year. This is most likely related to work and closure of the bridge on State Road 334.

Community Involvement

Staff has begun to work on our parade entry for the Kiwanis/Lions Club Fall Festival parade. Due to the expansion project, the staff has decided to participate but not enter a float. Staff will be dressed in baseball jerseys. Other plans are being formulated.

If any Board members would like to order Library logo clothing, the staff will be placing an order soon.

Thursday, May 29, 2003, from 12:30-2:30 p.m., the Library staff will host a reception for longtime volunteer June Becker. June will be moving to Rockford, IL to be closer to her son. June has volunteered at the Library for almost 60 years.

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 adjourned at 9:32 p.m.

Mike Zeller, Secretary

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

Attached Addendum including:

April 28, 2003 Building Development Committee meeting minutes

May 12, 2003 Building Development Committee meeting minutes

May 15, 2003 Building Information Committee meeting minutes