

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
June 16, 2003**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held June 16, 2003, beginning at 7:33 PM. All members of the Board of Trustees were present. Martha Catt, Director; Mary Rueff, Assistant Director; Lee Greaves, Teen and Adult Services Department Head; George Abel, Library Counsel; Brooke Baker, reporter for the Zionsville Times Sentinel; and Cathy Hurst, Board Assistant. Steve Caltrider, President, presided.

Secretary's Report

Minutes of the Board Meeting held on May 19, 2003 and
Special Meeting held on June 4, 2003

Upon motion duly made by Mike Zeller, seconded by Ken Kuper, and unanimously adopted, the minutes of the regular Board meeting held on May 19, 2003, and special meeting held June 4, 2003, were approved as presented.

Treasurer's Report

June 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 June 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 authorized and directed the semiannual payment of the lease on June 30, 2003, in the amount of \$141,000 from the Lease Rental Payment Fund.

2004 Budget Calendar

Upon motion duly made by Lisa Hull, seconded by Tim Fisher, and unanimously adopted, the Board of Trustees approved the dates for the 2004 Budget Calendar, beginning June 16, 2003 and ending September 16, 2003 to complete the budget submission process.¹

Committee Reports

Building Development Committee

Mike Zeller, Chairman, reported that CSO had completed the validation of the Master Plan and that the report was available for distribution this evening to the Board. CSO has requested that the Library Board select two of three critical variables from 1) budget, 2) quality, and 3) scope. Mike explained that the Board had stipulated that the design would need to match the “quality” of the present facility.

Through an examination of finances with consultants from CSO and Therber, Brock and Kramer, the Chairs of the Building Finance and Building Development Committees determined that the “budget” would need to be the second variable controlled by the Board. The budget, including financing, geotech, surveying, counsel and architect fees, furnishings and equipment as well as construction was estimated to be \$6,050,000. With the resources that the Library Board already has saved in cash, Mike and Matt recommended that the bond issue be kept under \$4 million.

The primary consideration at the time the Master Plan was developed was to get the most building on the site that was possible since this is probably the last time that the Library will be expanded on this site.

The Board was advised that the tax impact of a \$3.85 million dollar bond issue would be prepared by Dan Kramer and distributed following this Board meeting.

Upon motion duly made by Mike Zeller, seconded by Ken Kuper, and unanimously adopted, the Board approved instructing CSO that a bond issue of less than \$4 million would be used for the project.

¹ June 16 – Board provides budget requests to Director and Budget/Finance Committee
June 25 – Department Heads submit budget requests to Director to be set – Finance/Budget Committee meets with Director to review proposed budget
July 21– Board reviews proposed budget and authorizes publication of '04 budget and tax rates
August 4 – Budget review meeting with IN Dept of Local Government Finance
August 25—Public hearing conducted by Board on the 2004 budget
Sept 15 – Budget adoption by Board
Sept 16 – Deliver budget forms to the Boone County Auditor

Steve Caltrider asked that if a building could not be built of at least 50,000 square feet with this budget that the Committees should return to the Board for review and discussion.

Building Finance Committee

Chair Matt Price assured the Board that updated property tax impact data would be available by Thursday evening, June 19, for discussion at the President's Review of the Expansion Project for Community Leaders. Matt reported that a working committee made up of Thomas Peterson [bond counsel], Dan Kramer [financial advisor], Jim Schellinger [architect], Dan Sulkoske [project manager], Mike Zeller [Building Development Committee], John Crisel [Leasing Corporation], Martha Catt [Library Director], and Matt Price [Building Finance Committee] met to discuss and develop the project budget.

Neither of these working committee meetings were publicly noticed meetings since there were only two Board members present and no action was taken.

Both the proposed budget and schedule developed by the working committees were presented to the Board for their review.

Matt Price explained that the Building Finance Committee had met with Dan Kramer from Therber, Brock, and Kramer to review various repayment schedules for the bonds on June 2. The Library Board will be asked to review and endorse one of two wrap-around schedules at the July Board meeting as the preferred bond repayment schedule.

Matt and Mike reassured the Board that the pace outlined in the proposed schedule allowed time for prudent decision making at a realistic pace. The Board was advised that with this schedule, they would need to hold some special meetings from time to time to adhere to the schedule. The proposed schedule included in the June Board packet is practical and reflects the adherence to all applicable statutes that regulate public projects and bond financing in Indiana. Mike reminded the Board that the construction bids and bond interest rates may not be as attractive as these might have been with a more accelerated schedule. Matt stressed that it will be important to give the public adequate time for input as well as avoid errors in calculations and process implementation.

Further, Matt said that the Committee would be working with the Library Foundation to develop fundraising activities for the project and this work would begin within the next month.

Building Information Committee

LeeAnn Biggs, Committee Chair, reminded the Board about the President's Review of the Project scheduled for Thursday, June 19 at 7:00 p.m. and will be held at the Library. The presentation and brochure will be updated prior to this meeting with the latest budget and schedule changes included. Both Steve Caltrider and Jim Schellinger will be

giving presentations; following dessert, Library management-led tours of the facility will be offered.

Personnel Committee

The Committee is reviewing employee pay scales and salary administration. A proposal from an outside expert has been received, but the Committee needs to obtain more information before presenting a proposal to the Board.

President's Report

The Board President complimented the Building Committees on the good communication between each other and the Library Board. He also encouraged all Board members to attend the Thursday, June 19, presentation.

Meeting with Area Officials

Lisa Hull will report on the June 17, 2003 meeting. Matt Price will attend the July 15 meeting. An attendee for the August 19 meeting will be named at the July Board meeting.

Director's Report

Summer Reading Program Activities

Teens

Lee Greaves, Teen and Adult Services Department Head, reported that the registration numbers are up from last year for the Teens, but below last year at this time for the Adult readers. The pages/books recorded is lower than at this same time last year. This is due to the fact that in 2002 the participants could record a book that they had read before the program started. This year Teen and Adult Services decided to record only material read during the Summer Reading Program.

Lee also reported that there are a number of programs targeting the "Tweens" (those Library users who are serviced by this department, but are not quite age 13.) There will also be a "film festival" contest for 6th-12th graders and a photo contest with three divisions: 6th-8th grade; 9th-12th grade and adults offered during the summer.

Teen and Adult Services has created a "menu" booklet containing book titles offering bonus points plus a guy's reading list to encourage new customers to participate in the Summer Reading Program. A video about the summer program was shown to teens at the schools this spring to encourage participation by Middle School and High School students.

Preschool and Elementary School

Mary Rueff, Youth Services Department Head, reported that by the end of the first week of summer reading, 1,292 kids had registered. Youth Services does pre-register children before the program starts. The number of hours reported so far is down from last year. It is difficult to determine why because there are many variables, such as vacations and weather, over which Library staff have no control.

The Youth Department has been busy hatching chicks and sending them home for a few days with trained chick-sitters. We had a web cam recording the hatchings and this could be viewed at our website. The Stevens Puppets presented "Rumplestiltskin" at two performances on June 12th. Today we had the first of a two-part program on Fossils, Rocks and Minerals.

Community Involvement

Merchant Interviews

Bri Kovac, Summer Intern, is working with Lee Greaves, Andrea Greaves and Barb Wright to interview local businesses to see how we can better serve them. Bri has started interviewing the merchants and when the interviews are finished she will compile the information.

Kiwanis/Lions Club Fall Festival Parade

Upon motion duly made by Lisa Hull, seconded by LeeAnn Biggs and unanimously adopted, the Board of Directors authorized the Director to delay opening the Library on Saturday, September 6 until 1:00 p.m. so staff may participate in the Fall Festival Parade.

ZCS and HMMPL

Eagle Elementary School Principal Tim East invited Library staff to make a 45-minute presentation at Parent's Night on Monday, November 3 on what the Library has to offer.

Grants

At their May meeting, the Friends of the Library donated \$270.00 to the Circulation Department to purchase more magnets with Library information on them to give to new library card holders; \$365.00 towards the decorating of the Teen area on the second floor with Chinese lanterns, beads and umbrella chairs; and \$385.00 for a license to show non-public performance movies in the Library.

Other Matters

INCOLSA will be refunding the Library the \$750 that the Board approved in May for Inspire support. The Executive Committee of INCOLSA determined that grant funds and INCOLSA state funds are sufficient to pay for Inspire databases for the remainder of

2003. The INCOLSA Executive Committee will ask members for their support to pay for any shortfall during 2004.

The staff is ready to hit the ground running with the expansion project. The Director and Assistant Director will be meeting with all staff to go over the details and field any questions. We want to make sure the staff is well informed and is able to help customers with their questions.

The Library's insurance policies are up for regular renewal. There are a few minor changes that are detailed in the attached Board Notes. The Director will get more information for the Board on the terrorism coverage.

Adjournment

Upon motion duly made by Lisa Hull, seconded by Tim Fisher, and unanimously adopted, it was resolved that there being no further business, the meeting adjourned at 8:49 p.m.

Mike Zeller, Secretary

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

*Attached Addendum including:
June 2, 2003, Building Finance Committee meeting minutes*