

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
August 18, 2003**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held August 18, 2003, beginning at 7:32 PM. All members of the Board of Trustees were present except Steve Caltrider, Mike Zeller and Ken Kuper. Martha Catt, Director; Mary Rueff, Assistant Director; George Abel, Library Counsel; Brooke Baker, reporter for the Zionsville Times Sentinel, and Cathy Hurst, Board Assistant were also present. Tim Fisher, Vice-President, presided.

Secretary's Report

Minutes of the Board Meeting held on July 21, 2003

Upon motion duly made by Matt Price, seconded by Lisa Hull, and unanimously adopted, the minutes of the regular Board meeting with addenda held on July 21, 2003, were approved.

Treasurer's Report

August Claims

Upon motion duly made by Lisa Hull, seconded by LeeAnn Biggs, and unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for August 2003, as reviewed and approved by the Library Director and Assistant Director and audited and approved for payment by the Treasurer.

2004 Budget Calendar

On August 4, 2003, Martha Catt and Phyllis Robinson, Bookkeeper, met with Ron Stinson of the Indiana Department of Local Government Finance in Lebanon to review the budget. Following the meeting, the Public Notice of the proposed 2004 Budget was delivered to the Lebanon and Zionsville newspapers. The public notice will run August 13 and August 20 in these two newspapers. A hearing on the 2004 budget will be held on August 25 at 7:30 p.m. There will need to be at least four board members present. At this meeting, the public may ask questions about the 2004 budget.

The two Excess Levy Funds established by the Library Board in December 2002, cannot be expended until we receive written confirmation for this action from the State. This approval will not come until we receive confirmation of the 2003 property tax levies, and it is still unsure when this will occur due to the delays created by reassessment.

It is important to keep in mind that the tax rates that are being used to generate the maximum property tax levy in 2004 are based on the 2002 assessed valuation for the Library district. This means that the rates used in the official documents will actually be lower once government officials calculate the 2004 assessed valuation. As the assessed valuation increases, the tax rate usually goes down unless the maximum levy increases dramatically.

Committee Reports

Building Development Committee

Tim Fisher reported on the Building Development Committee. The Committee last met on July 17. The managers have been working with CSO architects to review the desired layouts of each department in the expanded facility. The schematic design will probably be presented to the Board for review prior to the September Board meeting.

Steve Caltrider signed the contract with CSO the week of August 11 after review by George Abel, Library Counsel. John Crisel and Bob McKnight negotiated the contract with CSO.

The Building Development Committee will meet tomorrow morning, August 19, at 8:00 AM with CSO. The schematic design will probably be proposed for approval at the September Board meeting.

The Board will review the building layout on August 25 at their special meeting. A public hearing on the 2004 budget will also be offered this evening.

Building Information Committee

LeeAnn Biggs presented the final copy of the brochure created by the Committee with the help of Bri Kovac, summer intern at the Library. Five hundred copies were printed and will be distributed in the Library and to groups.

Building Finance Committee

Matt Price reported that the Committee met on July 18 and on August 7. The August 7 meeting was a joint meeting with the Leasing Corporation. At this meeting the financial terms were reviewed. The Committee and the Leasing Corp. decided to stay with Dan Kramer who had gone to work for Crowe Chizek; the contract will be terminated with Therber-Brock as a result of this change. The Leasing Corp. is working on a new contract with Crowe Chizek.

The Committee and the Leasing Corp. are working on establishing a term on the lease for the expansion. They have reviewed the merits of both 15 and 20-year leases and have requested data on a 25-year term. Another meeting is scheduled on August 19 to go over the pros and cons of the different terms. The Committee will be in a position to make a recommendation to the full Board by the Preliminary Determination Hearing that is scheduled for September 4.

Upon motion duly made by Matt Price, seconded by Lisa Hull and unanimously adopted, the Board of Trustees authorized the publication of the Notice of Public Hearing on the Preliminary Determination to be published in the Zionsville Times Sentinel and the Lebanon Reporter on August 20, 2003.

The hearing on September 4, 2003, must have a quorum of Library Board members present to conduct the event. Following the public hearing, the Board will adopt a resolution for establishing the outside parameters for financing the expansion project. At this time we are on schedule for our financing timeline.

Policy Committee

The Policy Committee met at 6:45 p.m. this evening to review the updated Internet Policy. The policy that was presented to the Board at the July meeting has been revised upon review by George Abel.

Upon motion duly made by Tim Fisher, seconded by Matt Price, and unanimously adopted, the Board of Trustees resolved to confirm the Internet Use Policy as recommended by Library Counsel that includes provisions for the safety and security of minors as required by the Children's Internet Protection Act (CIPA).

President's Report

Meeting with Area Officials

Tim Fisher will attend the August 19 meeting and Matt Price will attend the September 16 meeting. The October 21 meeting will be assigned at the September Board meeting.

Director's Report

Friends of the Library Luncheon

The Friends are hosting a lunch to honor the early Friends members on Wednesday, September 17. This is the Friends' 25th year of service to the Library. Board member LeeAnn Biggs will try to rearrange her schedule on that date so that she can attend.

Library Birthday Celebration

The Library's birthday party was held today in the back parking lot and side yard. This celebration is always held the Monday before school starts. The Youth Services

staff celebrated with 150-200 attendees. The participants enjoyed seeing real life emergency vehicles. There were also games, snacks, face painting, and a clown. There were several chicks and ducks that were hatched at the Library over the past year.

Statistics

Staff has resolved the issues related to collection of statistics using the SIRSI system.

July's circulation of 31,654 was the highest single month's circulation in the Library's history. The previous highest total was 31,042 that occurred in June 2002. Circulation is 4.5% higher than at this same time last year. Other all time highs include 12,651 registered borrowers and a collection size of 102,605.

June 2003 recorded the highest door count ever at 20,434. June of this year averaged 131 customers per hour and July averaged 127 customers per hour.

Summer Reading Program Activities

There were 15 more teens who recorded pages during the Summer Reading Program than last year. However, 21,000 more pages were read last year than this year. There were 41 less Adult readers and 318 less books were read this year. This is, in part, due to the fact that in 2002 readers were allowed to record a book that had been read before the summer program began; and this year, this was not allowed.

The Youth Department final tally showed there were 354 fewer readers who recorded at least one hour of time read than last year. The total hours read were down by 662 hours. This year Youth Services kept track of which grade level read the most. The fourth graders, followed by the fifth graders, took this honor. The third graders came in third.

The auction for the top readers in the Teen program will be held on Saturday, August 23. There will be a local band playing and a drawing for prizes in the afternoon.

The Youth program will culminate on Sunday afternoon, August 24 with a picnic on the lawn. There will be life-size puppets and the program will go from 1:00-2:30 p.m.

Staff Training Day

Upon motion duly made by Tim Fisher, seconded by Lisa Hull and unanimously adopted, the Board of Trustees resolved to authorize closing the Library for three hours between 10:00 a.m. and 1:00 p.m. on Friday, September 26 so that the staff may engage in an in-service training opportunity.

Upon motion duly made by Lisa Hull, seconded by Matt Price and unanimously adopted, the Board of Trustees authorized up to \$10.00 per person from the Undesignated Fund for a meal for the staff at the Staff Training Day on Friday, September 26, 2003.

Community Involvement

ZCS and HMMPL

Mary Rueff and Lee Greaves spoke to all the ZCS teachers at their back to school day. Mary, Lee and Judy Bolinger made a presentation to the New Teacher Academy on Friday, August 15. Staff will also be attending the Open Houses at each of the Zionsville Schools between now and September 11, 2003.

Zionsville Rotary

The Director will be serving on the Rotary Board as an at-large member. This Board meets once a month on the fourth Tuesday. These meetings will be held at the Library.

Central Indiana Public Library Directors

The Director hosted a roundtable discussion on July 24. This was held with the assistance of the Indiana State Library and other Directors and Assistant Directors of public libraries in central Indiana. The discussion focused on a variety of issues including CIPA implementation, filtering the Internet and getting SIRSI customers to host a training workshop in central Indiana early next year.

Fall Festival Parade

The Library will be closed on Saturday, September 6th until 1:00 p.m. so that staff may participate in the Fall Festival Parade. Lisa Hull will take pictures for of the Library's parade entry.

Other Matters

The staff picnic will be held on Sunday, August 24, from 5:00-7:00 p.m. This is a pitch-in and the Board and their families are welcome.

The Food for Fines project was again held during the month of July. A total of 2,335 items were collected in forgiveness of \$1,986.85 in fines. These items plus 278 extra items donated gave us a total of 2,613 items that were distributed to four food pantries located in Boone County.

The fall issue of the Library newsletter, *Seasons*, will be delivered to the Post Office on Monday, August 25, 2003 for bulk mailing.

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 adjourn at 8:30 p.m.

Matt Price, Assistant Secretary

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

Attached Addendum including:

July 18, 2003,, Building Finance Committee meeting minutes

August 7, 2003, Building Finance Committee meeting minutes

August 25, 2003, Building Development Committee meeting minutes