

**BOARD OF TRUSTEES  
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
September 15, 2003**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held September 15, 2003, beginning at 7:30 p.m. All members of the Board of Trustees were present. Martha Catt, Director; Mary Rueff, Assistant Director; Brooke Baker, 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 August 18, 2003 and  
Special Meetings held August 25, 2003 and September 4, 2003

*Upon motion duly made by Matt Price, seconded by Ken Kuper, and unanimously approved, the minutes of the regular Board meeting with addenda held on August 18, 2003, and the special meetings held August 25 and September 4, 2003.*

**Treasurer's Report**

September Claims

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

2004 Budget

*Upon motion duly made by Lisa Hull, seconded by Tim Fisher, and unanimously adopted, the Board of Trustees resolved that the 2004 budget resolutions set forth as Exhibits A [Operating Fund], B [Library Improvement Reserve Fund] and C [Lease Rental Payment Fund] be approved and adopted. The proposed budget totals are \$1,625,037 for the Operating Fund; \$1,109,200 for the Library Improvement Reserve Fund and \$282,000 for the Lease Rental Payment Fund.*

## Committee Reports

### Building Development Committee

Mike Zeller reported on activities of the Building Development Committee. The Committee last met on September 8, 2003. At the meeting the schematic design and budget were reviewed by CSO architect, Jim Milan. Tim Moore, President of Moore Engineers, also reviewed highlights of mechanical and electrical elements that have been discussed and some remain to be determined.

*Upon motion duly made by Mike Zeller, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees resolved to approve the Schematic Design presented by CSO [Exhibit D including amendments] and to direct CSO to proceed with the Design Development Phase.*

### Automation Committee

Lisa Hull reported that the Automation Committee met with Rick Deuschle, Automation Department Head, on September 9, 2003, and discussed several issues including the need for revising the Library's backup system, migration to Windows XP Professional from Windows 98, and extension of the Symantec Antivirus software to the homes of Department Heads.

*Upon motion duly made by Lisa Hull, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees authorized the purchase of Microsoft Software to include two licenses of Server 2003 Standard with 50 users, 70 client licenses of Window XP Professional and all media needed for each package not to exceed \$5,700.00 including shipping.*

*Upon motion duly made by Lisa Hull, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees authorized the purchase of four 200 GIG Maxtor IDE Drives and a removable IDE bay not to exceed \$900.00, including shipping, to facilitate the new backup procedure.*

*Upon motion duly made by Lisa Hull, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees authorized the temporary movement of the backup system to the Automation Department Head's home to facilitate offsite storage of the Library's system backups as an integral part of the disaster recovery plan for 60 days at which time the Board will review the progress of this new procedure. (Hardware: Inventory Tag #01150 Pentium III 733 Mhz, 128 Meg Ram, 4 – 200 Gig Hard Drives, Network card, no monitor or peripherals.)*

The Director was asked to provide a follow-up report to the Board on this system in 60 days

*Upon motion duly made by Lisa Hull, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees authorized the extension of the Library's site license of Symantic Antivirus software to a combined total of eight Department Heads and Assistant Department Heads' home computers so that they may hook to the Library's email server and send/receive Library business emails.*

#### Maintenance Committee

Committee Chair, Mike Zeller, thanked the Library staff for proactively handling the water leak in the Youth Services Study Room keeping it from becoming a major issue.

### **President's Report**

#### Meeting with Area Officials

Matt Price will attend the September 16 and the October 21 meetings. The November 18 meeting will be assigned at the October Board meeting.

#### Other Matters

The President thanked the Building Development Committee for their hard work on the building project. The expansion project is on schedule and under budget at this time.

Steve Caltrider also added his compliments to the Director and staff for the handling of the water leakage situation in the Library.

### **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' 25<sup>th</sup> year of service to the Library. Board member LeeAnn Biggs will attend to represent the Library Board.

#### Statistics

The collection has grown 6.5% since August 2002 to 103,105 books and audio-visual materials while circulation has increased 4.3%. The door count has increased 6.2% and registered cardholders have increased 13%. The Library has been open 2.4% fewer hours than during the same eight months in 2002.

#### Holiday Closings in 2004

The Director will meet with the Department Heads and bring a revised schedule back to the Board in October for review.

### ILF District 4 Conference

District 4 of the Indiana Library Federation includes libraries in Boone, Hamilton, Hancock, Shelby, Morgan, Johnson, Marion and Hendricks counties. The annual conference will be held on Friday, October 10 at the Indiana State Library, Indianapolis, IN. If any Board members would like to attend, notify the Director by Friday, September 26, 2003.

### Managers Workshop in Cincinnati

Library managers will attend a program on September 16 in Cincinnati and then tour the main library of the Public Library of Cincinnati and Hamilton County.

### Inspire Funding Update

INCOLSA has a November 1 deadline with the databases they lease for INSPIRE. Letters of commitment to assist in funding for INSPIRE will soon be sent out to libraries.

### Staff Training Day

Staff in-service training will be held on Friday, September 26, 2003, at 8:30 a.m. at the Zionsville Fellowship Church. The Library will be open from 1:00-5:00 pm on this date. A copy of the agenda for this meeting is attached.

### Community Involvement

#### ZCS and HMMPL

The last of six "New Family Open Houses" at each of the ZCS schools occurred on September 11 at Union Elementary School. The staff reported that these events had a good turnout and were positive goodwill opportunities for the Library.

A total of 12 Juvenile, 16 Adult and two Teacher card applications were taken at the six open houses.

#### New Teacher Academy

On Tuesday, October 14<sup>th</sup>, from 4:00-5:30 PM, Lee Greaves and Mary Rueff will take teachers on a 15-minute tour of the two reference departments and introduce new teachers to the services and resources available to them at the Public Library.

#### ZCS Key Communicators

The Director attended the first meeting of this group that was formed by Dr. Hull.

### Royal Run Homeowners

The Director is Secretary of the Water Committee for Royal Run subdivision.

The Library has also been asked to provide program information for publication in the Royal Run Newsletter published by Capture Media Services, Inc. Their first newsletter project was Royal Run and other subdivision newsletters will be introduced soon.

### American Legion, Zionsville

Connie Brandt, Martha Catt and Mary Rueff manned the Library booth at a Community Day event sponsored by the American Legion Auxiliary in Zionsville on Sunday, September 14.

### Fall Festival Parade

Twenty-six adult employees participated in the Library's parade entry on Saturday, September 6. "Take Me Out to the Library" was our theme. Staff dressed like baseball players to celebrate the Lion's support of Little League Baseball in the Lion's Park. The Library opened at 1:00 p.m. that day per Board approval.

### **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 8:35 p.m.*

---

Mike Zeller, Secretary

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