

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
April 19, 2004**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held April 19, 2004, at 7:30 p.m. All members of the Board of Trustees were present. Martha Catt, Director; Mary Rueff, Assistant Director; Roger Burrus, Leasing Corporation Counsel; Rick Deuschle, Information Technology Department Head; Brooke Baker, Zionsville Times Sentinel reporter; Cathy Hurst, Board Assistant, and one apparent contractor were also present. Steve Caltrider, President, presided.

Secretary's Report

Minutes of the Regular Board Meeting held March 15, 2004

Upon motion duly made by Mike Zeller, seconded by Matt Price, and unanimously approved, the minutes of the regular meeting with addenda held on March 15, 2004, and were adopted.

Treasurer's Report

April 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 April 2004, as reviewed and approved by the Library Director and audited by the Assistant Library Director and approved for payment by the Treasurer.

Rainy Day Fund

President Steve Caltrider opened the meeting for public comment on the additional appropriation for the purpose of allowing expenditure during 2004 of funds in the Rainy Day Fund. Such funds were from a special COIT distribution received in January 2004. The notice for this additional appropriation was published in the Zionsville Times Sentinel on March 31, 2004, and in the Lebanon Reporter on March 25, 2004.

After asked and there being no comments, President Steve Caltrider closed the Public Hearing on the Rainy Day Fund.

Upon motion duly made by Lisa Hull, seconded by Tim Fisher, and unanimously adopted, the Board of Trustees resolved that it is necessary to appropriate more money than was appropriated in the annual budget; now, therefore:

Sec. 1. Be it resolved by the Board of Trustees of the Hussey-Mayfield Memorial Public Library, Boone County, that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purpose specified, subject to laws governing the same:

Fund Name: Rainy Day; Major Budget Classification: 3 (Other Expense); Amount Requested: \$11,855; Amount Appropriated: \$11,855.

Since the property tax bills will not be mailed by the Boone County Treasurer until June or July, 2004, the Library was advised by the Treasurer that an advance draw would need to be requested for both property and excise tax for both the Operating and Lease Rental Payment Fund.

Upon motion duly made by Lisa Hull, seconded by Mike Zeller and unanimously adopted, the Board of Trustees authorized a request for an advance draw of available funds from the County Auditor and County Treasurer and that the request be mailed on May 1, 2004.

Olive Hoffman Estate

On Thursday, April 15, the Library was advised by a representative at National City Bank that proceeds from a long lost life insurance policy on the life of Olive Hoffman was found. The Library will be receiving \$30,160 due to this oversight. Roger Burrus advised that the Library should receive interest on this policy from the date of death to the date of disbursement. Library staff will check with the National City representative on this possibility.

The Board recommended that when received, this money would be added to the Building Fund.

Committee Reports

Finance/Insurance Committee

[Hull, Chair, Price and Zeller]

Upon motion duly made by Lisa Hull, seconded by Jeff Rolland and unanimously adopted, the Board of Trustees authorized this Committee to set an appropriate amount of coverage for Builders Risk Insurance that will need to be in place at the time construction begins.

Building Information Committee

[Biggs, Chair, Caltrider and Hull]

LeeAnn Biggs reported that the Committee met with the Library Foundation on March 22, 2004, to discuss fundraising ideas. A copy of the minutes from this meeting is included in the April 2004 Board packet.

The Library Foundation expressed the desire to assist the Library with the building project as much as they are able and will consider grant requests for items to complete the addition and renovations of the Library.

Building Finance Committee
[Price, Chair, Zeller and Hull]

Matt Price, Committee Chair, reported that he met with the Leasing Corporation at 7:00 p.m. on April 12, 2004. The resolutions passed by the Leasing Corporation at that meeting are included in the Board packet. As of April 12, given the current bond interest rates, the bond payment approved earlier by the State would total \$4,495,000. The Leasing Corporation unanimously recommended that the Library pursue the maximum bond principal available given the interest rate on the day of the bond sale.

The Committee met immediately prior to the Board meeting this evening to discuss the project-financing package. The Committee anticipated paying for bond insurance, however, the one bid received was substantially higher than the amount the Finance Committee had budgeted for this item. The Committee is waiting on another bid and may try to work with the company on the current bid.

Public Hearing Related to the Additional Appropriation

Board President Steve Caltrider presided over the hearing and stated that the notice to bidders had been published in the Zionsville Times Sentinel and the Lebanon Reporter on March 3, 2004 and March 10, 2004. President Caltrider opened the meeting for public comment on the additional appropriation advertised. Proofs of publication were presented to the meeting, and upon examination were found to be in due form of law. [Note: Such appropriation would be used to purchase furnishings and equipment for the expanded facility and would come from the Leasing Corporation following the bond sale.]

Upon motion duly made by LeeAnn Biggs, seconded by Matt Price, and unanimously adopted, the Board of Trustees approved and ordered filed the said notice and proofs of publication.

The President reported that the construction bids for the construction project have been received, and that the architects and attorney for the Library had reviewed such bids and accompanying documentation. Mike Zeller, Building Development Committee, Chair, presented the report of the lowest responsible and responsive bids.

Upon motion duly made by Mike Zeller, seconded by Matt Price, and unanimously adopted, the Board of Trustees resolved to accept the bid from the lowest responsible and responsive bidder for General Contractor services that was submitted by R.L. Turner, Zionsville, Indiana 46077 on April 5 at 3:55 p.m. The content of such bid includes a Base bid of \$5,151,000.

Further that 4 alternates are recommended for addition to the base bid. These Include: #6 Deduct of \$12,762 for casework, nonpublic, #7 Deduct of \$9,000 for casework relocation, #10 Deduct of \$11,000 for third floor ceiling insulation and #13 addition of 61,800 for 2500 pound passenger elevator.

The adjusted contract amount including these four alternates totals \$5,180,038. Further that the architect will be authorized to issue a letter to R.L. Turner of the Board's intent subject to financing.

Mr. Burrus, attorney for the Library Leasing Corporation, explained that a portion of the construction bids would need to be assigned to the Zionsville Public Library Leasing Corporation. The Leasing Corporation would use bond proceeds to fund such contract and complete the project.

Upon motion duly made by Mike Zeller, seconded by Tim Fisher, and unanimously adopted, the Board of Trustees adopted the resolution attached as Exhibit B.

The President stated that notice of an additional appropriation hearing was published in the Zionsville Times Sentinel and the Lebanon Reporter on March 17, 2004.

The President opened the meeting for public comment on the additional appropriation for the purpose of constructing auxiliary facilities at the library building. There were no comments from the public.

Upon motion duly made by Mike Zeller, seconded by Matt Price, and unanimously adopted, the Board of Trustees resolved to accept the resolution attached as Exhibit C.

The President next advised the Board that it needed to approve the form of Continuing Disclosure Undertaking.

Upon motion duly made by LeeAnn Biggs, seconded by Jeff Rolland, and unanimously adopted, the Board of Trustees adopted the resolution attached as Exhibit D.

Building Development Committee

[Zeller, Chair, Rolland, Fisher, Price, and Kuper]

Mike Zeller, Committee Chair, reported that the Committee would next meet April 28, 2004 at 8:00 a.m.

Personnel Committee

[Caltrider, Chair, Biggs and Hull]

Upon motion duly made by LeeAnn Biggs, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees resolved to accept the resignation of Dorothy Jones as part-time Maintenance Supervisor and to celebrate with Dorothy the anticipated joy of a long and healthy journey in retirement.

Upon motion duly made by LeeAnn Biggs, seconded by Jeff Rolland, and unanimously adopted, the Board of Trustees resolved to approve the revised Job Description for the Maintenance Supervisor as presented.

President's Report

Meeting with Area Officials

Tim Fisher will attend the meeting with area officials on April 20, 2004, and Jeff Rolland will attend the May 18 meeting. The Board members were asked to check their schedules and then the June 15 meeting will be assigned in May.

Groundbreaking Ceremony

Board President Steve Caltrider expressed his gratitude and appreciation to the three Building Committees, the Library Foundation and the Leasing Corporation for all of the advance work and organization that prepared the Library to move forward with the Groundbreaking event on Sunday, April 18, 2004.

A special thanks was extended to the Groundbreaking Committee, the Director, the Friends of the Library and the Staff for all of the work that went into making the ceremony a success.

Director's Report

Staff Report

Rick Deuschle, Information Technology Department Head provided an overview of the activities that the Information Technology Department is engaged in and plans for the future. A summary of these accomplishments and plans is attached.

Statistics

The Library passed the 30,000 plateau for circulation during the month of March for the first time in the history of the Library.

Self check station use has grown to an all time high of 27.1% of the total circulation. A third self check station has been added in the Youth Services Department, so this figure will probably increase next month.

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 8:47 p.m.

Mike Zeller, Secretary

April 2004 Library Board: Steve Caltrider, Tim Fisher, Lisa Hull, Mike Zeller, Matt Price, LeeAnn Biggs, and Jeff Rolland