

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

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held July 19, 2004, at 7:30 p.m. All members of the Board of Trustees were present except Lisa Hull and Jeff Rolland. Martha Catt, Director; Mary Rueff, Assistant Director; George Abel, Library Counsel; Lee Greaves, Teen and Adult Services Department Head; Brooke Baker, Zionsville Times Sentinel, and Cathy Hurst, Board Assistant were also present. Steve Caltrider, President, presided.

Secretary's Report

Minutes of Meetings held June 21, 2004

Upon motion duly made by Mike Zeller, seconded by LeeAnn Biggs, and unanimously approved, the minutes of the regular meeting with addenda held on June 21, 2004 were adopted.

Treasurer's Report

July Claims

Upon motion duly made by LeeAnn Biggs, seconded by Tim Fisher, and unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for July 2004, as reviewed and approved by the Library Director and audited by the Assistant Library Director and approved for payment by the Treasurer.

Upon motion duly made by LeeAnn Biggs, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees authorized and directed the monthly payment to Immaculate Cleaning in the amount of \$2,600.00.

Advance Draw

The Library should receive an advance draw on July 22, 2004.

Upon motion duly made by LeeAnn Biggs, seconded by Tim Fisher, and unanimously adopted, the Board of Trustees resolved that the Notice to Taxpayers of Budget Estimates and Tax Levies for the fiscal year 2005 be approved as advertised as well as the calendar adjustments.

2005 Budget Calendar

There will be a public hearing on the 2005 Budget at the August 2, 2004 Special Board Meeting that will begin at 7 p.m.

Department Report

Teen and Adult Services

Lee Greaves, Teen and Adult Services Department Head, reviewed the activities performed by staff in this department. Lee reported that staff in T/A Services has been using the E'vanced Solutions Software for program sign-up for both the winter and Summer Reading Programs. With this software, staff is able to customize reports and capture data in different ways plus save many hours that formerly was spent counting entrants manually.

Staff has met with a community committee in three sessions to choose a book for the One Book/One Town project. The book will be announced to the public at the Fall Festival Parade. If anyone is interested or knows of someone who might be interested in being a book discussion leader, please notify the Teen and Adult staff.

Committee Reports

Building Development Committee

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

Mike Zeller asked for input from the Library Board about installation of a plaque naming persons involved in the Building Project. Following discussion the Board authorized the purchase of a bronze plaque that will be installed on the outside of the building at the west entrance.

Construction Progress meetings were held on June 29, July 6 and July 13 under the leadership of Greg Thompson, Project Manager, R.L. Turner. The Partnering Agreement will be in the hands of the project partners soon for signing.

The first payments to R.L. Turner are included with the July claims. There are no new change orders in hand at this time.

Building Information Committee

[Biggs, Chair, Caltrider, Hull]

The Building Information Committee will meet with the Foundation's Development Committee on Monday, July 26 at 7:00 p.m. in the Story/Craft Room at the Library. The Foundation Board will then meet at 7:30 that evening to discuss funding needs of the Library's expansion project.

Policy Committee
[Biggs, Chair, Fisher and Price]

The Policy Committee recommends that the following addition be made to the Internet Policy:

At the present time, customers may not connect to the Internet via the Library's connection using a personal laptop computer or any other device.

*Upon **motion duly made** by LeeAnn Biggs, seconded by Tim Fisher and unanimously adopted, the Board of Trustees resolved to approve the proposed Internet Use Policy that includes provision for the safety and security of minors as required by the Children's Internet Protection Act.*

President's Report

Meeting with Area Officials

Matt Price will attend the meeting with area officials on July 20. Jeff Rolland will attend the August 17 and September 21 meetings.

Director's Report

Staff Training Day/Electrical Switchover

Staff Training will be held on Thursday, August 12 while the electricians have the power off in an effort to switch over power in phase 1 of the construction project. Since the Library will need to be closed from 10:00 to 5:00 PM to accommodate this work, the staff has planned a training event at Zionsville Fellowship. The Library will then open at 5:00 and remain open until 8:30 p.m.

*Upon **motion duly made** by LeeAnn Biggs, seconded by Mike Zeller, the Board of Trustees resolved to delay opening the Library on August 12 until 5 p.m. to accommodate staff training and electrical work.*

Statistics

Circulation has gone up significantly since last June – 16%. Based on figures for the first six months of this year, we are expecting a total circulation for 2004 of approximately 336,000.

Summer Reading Program Activities

Through the end of June, there are 48.0% more total readers registered. Youth have read 64.8% more hours than at this time last year. Teens have reported reading 82.6% more pages than last year and adults have read 16.6% more books.

This year the Summer Reading Store in Youth Services has been open since the program started rather only during the last month of the program. We have gotten positive feedback on this change from parents and children.

The end-of-summer reading celebrations will take place on the weekend of August 28 and 29 at the Lions Park shelter house.

Quarterly Reports

First and second quarter activity is shown on the reports. The one page report from each department is also posted on the Library website.

Community Involvement

ZCS and HMMPL

The Library has been invited to set up a booth at each of the 6 "Family Open Houses" at each ZCS school during August and September.

Lions Club Cookbook

The Library Department Heads each submitted recipes for the fundraising cookbook that the Lions Club is publishing. We asked them to use our title at the Library in the book on each submitted recipe.

Rotary Club of Zionsville

Director Martha Catt was recognized on June 29 as Rotarian of the Year in the Zionsville Club. A plaque was presented to her.

Other Matters

Barbara Howden Phillippi recently passed away. She had served on the Library Board between 1979 and 1984. A memorial book will be placed in the collection to honor Barbara's service on the Library Board. Sympathy cards were sent to Michelle and Michael, two of Barbara's four children.

The Library will receive \$3,901.61 in PLAC funding this year. This is less than last year due to the fact that five more libraries are receiving money this year than during 2003. The Library will receive \$1,707.83 in funding from the State. This, like PLAC, is a single annual distribution.

The Library received 260 music CD's from a multi-state music distributor settlement. We will add about 75 of the titles to our collection. The remainder are duplicates or do not meet our collection guidelines.

Martha Catt, Mary Rueff and Rick Deuschle will be meeting tomorrow, July 20, with CISCO consultants to gather information about installing wireless services throughout the expanded building.

The cake to celebrate July birthdays was provided by First Indiana Bank to thank the Board for our business.

Adjournment

Upon motion duly made by Matt Price, seconded by LeeAnn Biggs, and unanimously adopted, it was resolved that there being no further business, the meeting adjourn at 8:33 p.m.

Mike Zeller, Secretary

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