

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
December 20, 2004**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held December 20 2004, at 7:43 p.m. All members of the Board of Trustees were present except Matt Price. Martha Catt, Director; Mary Rueff, Assistant Director; Rick Deuschle, Chief Information and Facilities Officer; Claudia Clark, candidate for Board position, George Abel, Library Counsel, and Cathy Hurst, Board Assistant were also present. Steve Caltrider, President, presided.

Secretary's Report

Minutes of Meeting held November 15, 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 November 15, 2004 were adopted.

Treasurer's Report

December Claims

Upon motion duly made by Lisa Hull, seconded by Jeff Rolland, and unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for December 2004, as reviewed and approved by the Library Director and audited by the Assistant Library Director and approved for payment by the Treasurer.

Transfer to LIRF

The December Claims does not include the transfer from Operating Fund to LIRF. There may not be sufficient revenue to transfer any of the budgeted \$125,000 to LIRF in 2004. The transfer amount, if possible, will be available after the fall property and excise tax receipts are received later this month from the County Auditor.

The 2005 Operating fund budget will need to be reduced by \$167,000. If we discover that our revenue stream estimates are flawed later in 2005, a full or partial transfer to LIRF can be made in 2005 – of up to \$100,000 if we have funds that are not needed for operating.

Proposed Adjustments to 2005 Budget

The Library Management Staff has made recommendations to decrease various appropriations in the Operating Fund budget in 2005. See *Exhibit A* for details of these recommendations.

Fund Transfers in 2004 Budgets

The fund transfers that need to be made prior to December 31, 2004, will be presented for Board action on Monday, December 27 at a special meeting beginning at 6:30 p.m.

2004 Property Tax Collection and Distribution

The Library expects to receive the following amounts from the County Auditor during the last week of December from the fall settlement:

<u>Property Tax</u>	<u>Excise Tax</u>	<u>Property & Excise</u>
Operating Fund \$236,769.87	Operating Fund \$37,436.27	Operating Fund \$274,206.14
Lease Rental Payment Fund \$102,944.08	Lease Rental Payment Fund \$16,276.52	Lease Rental Payment Fund \$119,220.60

Note: The spring tax settlement was received in November, 2004.

Lease Rental Payment – December 31, 2004

A loan will need to be made from the Undesignated Fund to LRPF in order to have enough revenue to make the semiannual bond payment of \$141,000. This loan will be authorized at the December 27 meeting. {Note: *This loan will not be necessary if the fall tax settlement arrives from the Auditor before December 31, 2004.*}

Board of Finance

Per Indiana Code, the Board will be meeting as a Board of Finance following the January 17, 2005 meeting to elect officers for this Board and to receive and review the annual report on investments made during 2004. Lisa Hull is the Chair of this Board and will call the meeting to order.

Treasurer's Stamp

Upon motion duly made by Lisa Hull, seconded by Mike Zeller and unanimously adopted, the Board of Trustees authorized LeeAnn Biggs, Tim Fisher or Jeff Rolland to use and/or authorize use of the Treasurer's stamp during the fiscal year 2005 to pay Library warrants in the absence of the Treasurer.

Committee Reports

Building Development Committee
[Zeller, Chair; Fisher, Rolland, Price]

Mike Zeller reported that the building project is moving along quite well. There will be a Progress meeting tomorrow, December 21, but there will not be a meeting on December 28. If the weather permits, the Committee will be conducting a tour of the expansion on Monday January 17, 2005, at 6:15 p.m.

Information Technology Committee
[Fisher, Chair; Rolland, Hull]

Upon motion duly made by Tim Fisher, seconded by Lisa Hull and unanimously adopted, the Board of Trustees resolved to approve the Technology Plan for 2005-2007. [Note: The State Library subsequently approved the Plan prior to December 31, 2004.]

Policies Committee
[Biggs, Chair; Fisher, Price]

Upon motion duly made by LeeAnn Biggs, seconded by Jeff Rolland and unanimously adopted, the Board of Trustees resolved to revise the existing Circulation Policy and implement scenario #1; further that a 50 cent charge will be applied to customer accounts that place holds on items that are on the Library shelves at the time of placing the hold and fail to pick these up; and finally extend the hours of operation from a 10:00 a.m. opening to a 9:30 a.m. opening, Monday through Saturday. All changes will be implemented following an aggressive program of sharing information with the community and no later than February 28, 2005.

Personnel Committee
[Caltrider, Chair; Hull, Biggs]

The Personnel Committee will meet for a few minutes this evening immediately following the Board meeting.

Medical Insurance

Medical insurance costs have been quoted by United Healthcare, our current vendor at a 29% increase. Staff is in the process of re-bidding coverage to reduce the cost. At this point it appears that Aetna will be the most reasonable coverage, but the annual premiums will still be around \$4,000 higher than they were in 2004.

Cost of Living Adjustment and Merit Increases in 2005

Upon motion duly made by Lisa Hull, seconded by Mike Zeller and unanimously adopted, the Board of Directors confirmed the cost of living adjustment for all Library employees at a rate of 2.7 percent increase beginning January 3, 2005.

The Director recommended a range of 0% to 1.5% for merit increases for all staff during 2005. [Note: Merit awards are given following a performance review on the employee's anniversary of employment date.]

The Personnel Committee will discuss the Director's request for her alone to receive no cost of living adjustment or merit increase in 2005 in light of existing budget constraints.

President's Report

Meeting with Area Officials

Lisa Hull will attend the meeting with area officials December 21 and Jeff Rolland will attend the January 18 meeting.

Special Resolution in Honor of a Departing Board Member

Upon motion duly made by Tim Fisher, seconded by LeeAnn Biggs and unanimously adopted, it was resolved that the Board of Trustees of the Hussey-Mayfield Memorial Public Library on the occasion of the retirement of Mike Zeller from the Board upon having served four years, recognizes his many contributions through dedicated service on and in various Board committees and offices. Mike's ability to get to the heart of the matter quickly and resolve issues thoughtfully will be greatly missed.

The Director presented Mike with a framed keepsake showing various stages of the current construction project in photographs and an embroidered depiction of the current facility.

Nominating/By-Laws Committee [Matt Price, Lisa Hull and Mike Zeller]

The Committee submitted the following slate of nominations for Board consideration:

Proposed Slate of Officers

Steve Caltrider, President
Tim Fisher, Vice-President
Lisa Hull, Treasurer
Jeff Rolland, Secretary
LeeAnn Biggs, Assistant Treasurer
Matt Price, Assistant Secretary

The President called for further nominations from the floor. There were none.

Upon motion duly made by LeeAnn Biggs, seconded by Lisa Hull and unanimously adopted, the Board of Trustees resolved that the nominations for officers be closed.

Upon motion duly made by LeeAnn Biggs, seconded by Lisa Hull and unanimously adopted, the Board of Trustees resolved to elect the slate of nominees as presented.

Library Board Positions

The School Board reappointed Steve Caltrider to serve a third term on the Library Board at their December 13, 2004 meeting. The County Commissioners met this morning to consider candidate Claudia Clark to fill Mike Zeller's vacancy on the Library Board beginning January 1, 2005.

Director's Report

Statistics

Self check and renewal continues to grow. It is averaging around 64.3% per week now.

Strategic Plan, January - April

Upon motion duly made by Lisa Hull, seconded by Jeff Rolland and unanimously adopted, the Board of Trustees resolved to approve the proposed Strategic Plan covering the period of January through April 2005.

Acquiring Used Furniture

Upon motion duly made by Lisa Hull, seconded by Jeff Rolland and unanimously adopted, the Board of Trustees authorized the Director and her designee, with confirmation from at least one Board member, to purchase furnishings for the new building up to and including \$25,000 should the opportunity arise prior to the next Board meeting.

Community Involvement

Zionsville Rotary

The Director attended all weekly meetings of the Rotary, the monthly Board meeting and the annual Christmas Dinner. Also, the Director has been chosen as the President elect of the Zionsville Rotary Club and will be inducted in June 2005 to begin July 1, 2005.

Other Matters

Library Counsel

The Director announced that Library Counsel, George Abel, will be leaving Ice Miller at the end of this month and will be going to work for Duke Realty. The Board will address the issue of legal representation in 2005 after the options available are explored.

Adjournment

Upon motion duly made by Lisa Hull, seconded by Mike Zeller, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:55 p.m.

Mike Zeller, Secretary

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