

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
January 17, 2005**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held January 17, 2005, at 7:30 p.m. All members of the Board of Trustees were present. Martha Catt, Director; Mary Rueff, Assistant Director; Rick Deuschle, Chief Information and Facilities Officer and Cathy Hurst, Board Assistant were also present. Steve Caltrider, President, presided.

Introduction of New Board Member

Recently appointed Library Board Member, Claudia Clark, was introduced. Claudia was appointed by the Boone County Commissioners to fill the position formerly held by Mike Zeller, whose term expired December 31, 2004.¹

Construction Party

Seventy people attended the walkthrough tour of the Library expansion that was held before the Board meeting. The tour was led by representatives of R.L. Turner and Library senior management.

Secretary's Report

Minutes of December 20, 2004 Regular and Executive Session Meetings
and December 27, 2004 Special Meeting

Upon motion duly made by Jeff Rolland, seconded by Lisa Hull, and being unanimously approved, the minutes of the regular meeting and executive session held on December 20, 2004 plus those of the special meeting held on December 27, 2004 were adopted.

Treasurer's Report

January Claims

Upon motion duly made by Lisa Hull, seconded by Jeff Rolland, and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for January 2005, as reviewed and approved by the Library Director and audited by the Assistant Library Director and approved for payment by the Treasurer.

¹ Mike Zeller is building a new residence in Hamilton County and will be moving out of the HMMPL district early in 2005. Hence he will no longer be eligible to serve on this Board.

Acquiring Used Furniture

Upon motion duly made by Lisa Hull, seconded by LeeAnn Biggs, and being unanimously adopted, the Board of Trustees authorized senior management the ability to spend up to \$12,600 until the March 21 Board meeting in an effort to locate the additional furniture that is still needed for new Library offices.

President's Report

Meeting with Area Officials

The Library is unable to send a representative to the January 18 meeting. Claudia Clark will attend the February 15 meeting and Tim Fisher will attend the March 15 meeting.

Annual Report Meeting

Upon motion duly made by Lisa Hull, seconded by Claudia Clark and being unanimously adopted, the Board of Directors approved closing the Library on Thursday evening, February 24, 2005 at 5:00 p.m. and changing the regular Library Board Meeting from February 21 to February 24, 2005.

Committee Appointments

The Board President presented Board member appointees to the Standing Committees of the Library Board.

Board Contact Information

An updated directory with contact information for the 2005 Library Board was distributed.

2005 Budget and Fundraising

The Board President reported that we are making progress on receiving donations for the building project, but we still need to move forward with a limited capital campaign. The Library Board has approached the Library Foundation to see if there is a Foundation member who would be willing to take on this fundraising project. The Building Information Committee and the Library Foundation need to schedule a joint meeting.

Proposal for Expansion of Current Library District

Upon motion duly made by Lisa Hull, seconded by Jeff Rolland and being unanimously adopted, the Board of Trustees resolved to proceed in sending the attached proposal to the Perry and Worth Township Trustees and Advisory Boards for possible expansion of the existing Library district.

Committee Reports

Building Development Committee

Attached were minutes for the three Progress Meetings that have occurred since the December Board meeting. An updated Project Finance Report was presented to the Board.

Policy Committee

Upon motion duly made by LeeAnn Biggs, seconded by Matt Price and being unanimously adopted, the Board of Trustees moved to amend changes to the Circulation Policies to add a charge of \$2.00 for processing each aggregate refund that is prepared for individuals who lose materials, pay for these, and then find and return the lost items to the Library seeking a refund.

Tuesday, January 18, 2005 is the implementation date for previously approved changes in Circulation Policies.

The expanded hours approved by the Board in December 2004 will be implemented on Monday, January 31, 2005. The Library will open at 9:30 a.m., Monday through Saturday, rather than 10:00 a.m.

Personnel Committee

Upon motion duly made by LeeAnn Biggs, seconded by Lisa Hull and being unanimously adopted, the Board of Trustees moved to approve the Library Director's salary with a cost of living adjustment of 2.7% and a merit raise of 1.3% for 2005.

Maintenance Committee

The overview of funds spent in 2004 on building maintenance, utilities and supplies is included in this packet. The cost to be open averages \$35.34 per hour.

The reduction in costs reflects the many contract renegotiations that Rick Deuschle has been successful in making during the past year to reduce operating costs.

Information Technology Committee

Rick Deuschle reported that due to a miscommunication between Moore Engineering, CSO and the Library, we must switch from non-plenum rated wiring to plenum rated wiring. Plenum rated wiring costs about three and a half times more than non-plenum rated wiring.

The IT Department is comfortable with dropping half the wire runs and is preparing change orders for Enterprise Unified Solutions and Lear & Associates. The true impact above the amount previously approved by the Board is an additional \$5,700. The Board is supportive of the change to eliminate the second drop as long as the IT staff does not believe it will cause any substantial problems in the future.

Manager's Report

Statistics

The Director will give a narrative summary using statistics at the Annual Meeting on February 24, 2005.

At the end of 2004 there are 5.9 books in the collection per 15,924 residents. The goal is to have eight books per capita [using the 2000 census data] by 2010.

Third House Meetings with Area Legislators

Third House Sessions in Boone County will be held on Saturday, February 19 in the cafeteria at Witham Hospital and on Saturday, March 19 here at the Library. The sessions begin at 7:30 a.m. Food and beverages are available.

ILF Legislative Day, February 15, 2005

The Director is sending a letter to the Legislators stating that because of the current budget and financial shortfall that this Library is experiencing in 2005, the Library will not be hosting Legislators at this event.

Fourth Quarter Reports

The Administrative Services report that is not in the packet will be distributed later.

Adjournment

Upon motion duly made by Lisa Hull, seconded by LeeAnn Biggs, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:26 p.m.

Jeff Rolland, Secretary

January 2005 Library Board: Steve Caltrider, Tim Fisher, Lisa Hull, Matt Price, LeeAnn Biggs, Jeff Rolland, and Claudia Clark.