

**BOARD OF TRUSTEES  
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
February 24, 2005**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held February 24, 2005, at 7:40 p.m. All members of the Board of Trustees were present except LeeAnn Biggs and Jeff Rolland. Martha Catt, Director; Mary Rueff, Assistant Director; Rick Deuschle, Chief Information and Facilities Officer, Mike Zeller, former Board member and Cathy Hurst, Board Assistant were also present. Steve Caltrider, President, presided. The meeting was held immediately following the 2004 Annual Report meeting and was held at Zionsville Fellowship Church, Highway 334 west of Zionsville.

**Secretary's Report**

Minutes of January 17, 2005 Regular Board Meeting

*Upon motion duly made by Matt Price, seconded by Lisa Hull, and being unanimously approved, the minutes of the regular meeting held on January 17, 2005 were adopted.*

**Treasurer's Report**

February Claims

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

2005 Budget

*Upon motion duly made by Lisa Hull, seconded by Matt Price, and being unanimously adopted, whereas it has been shown that certain existing appropriations now have unobligated balances for which there is insufficient funds to cover; it is further resolved that these existing appropriations be reduced in the following amounts:*

<i>Other Office Supplies</i>	<i>[\$ 8,050.00]</i>
<i>Travel Expenses</i>	<i>[\$ 3,436.00]</i>
<i>Totals</i>	<i>[\$11,486.00]</i>

Rainy Day Fund

*Upon motion duly made by Lisa Hull, seconded by Matt Price, and being unanimously adopted, whereas the Board of Trustees of the Hussey-Mayfield Memorial Public Library finds that the purpose of the Operating Fund have been fulfilled; and,*

**Whereas,** *there is remaining in the Operating Fund an unused and unencumbered balance; therefore,*

**Be It Resolved,** *that the Board of Trustees of the Hussey-Mayfield Memorial Public Library does hereby transfer \$2.00 from the Operating Fund to the Rainy Day Fund for the Purposes of wages, benefits, supplies, other services, and/or capital expenditures. This fund shall be subject to the same appropriation process as other funds that receive tax money.*

## **President's Report**

### Meeting with Area Officials

Claudia Clark attended the February 15 meeting, and Tim Fisher will attend the March 15 meeting.

### Annual Report Meeting

*Upon motion duly made by Matt Price, seconded by Lisa Hull and unanimously adopted, the Board of Trustees congratulated the Library staff on accomplishments in 2004 and appreciated the amount of effort that went into this evening's presentation.*

### Proposal for Expansion of Current Library District

No official written response to the Board's proposal has been received from Rob Guest, Worth Twp. Trustee. The Perry Township Trustee and Advisory Board responded that they needed additional time to study the matter.

The Library Board's position at this time is to continue to discuss the opportunities with both Townships and to keep them engaged.

## **Committee Reports**

### Building Information Committee

Claudia Clark reported that she and LeeAnn Biggs have been working on a fundraising letter. This letter will be sent to individuals that Board members and other Library affiliates know. Claudia asked that Board members send suggested changes to the letter to the Director before the March Board meeting. Board members should also come up with a list of names that they plan to send letters to by the next meeting.

### Building Development Committee

*Upon motion duly made by Tim Fisher, and seconded by Matt Price and unanimously adopted, the Board of Trustees approved changes to the process of accepting change orders and invoices for the expansion project as follows:*

- *The Board President and one other Board member shall sign all contract change orders.*

- *For proposed change orders with a value of up to \$10,000: Two members of the Building Development Committee will make decisions to proceed with any additional work with a value of up to \$10,000. These individuals are to be members of the Library Board or the Library Leasing Corporation.*
- *For proposed change orders with a value of more than \$10,000, the Library Board and Leasing Corporation Board shall jointly approve all changes.*
- *Any two Library Board members will review the invoice monthly that is received from R. L. Turner.*

*Upon motion duly made by Tim Fisher, seconded by Lisa Hull and unanimously adopted, the Board of Trustees approved placing an order for metal shelving for the new YS space from R. Martin Woodworks in the amount of \$19,000.*

*Upon motion duly made by Tim Fisher, seconded by Claudia Clark and unanimously adopted, the Board of Trustees approved the proposal from R. Martin Woodworks in an amount up to \$22,000 to relocate existing casework shelving and appliances from the existing to the new building space.*

#### Walk-Through of Building Addition

The next walk through has been set for Thursday, April 7. There will be seven different groups starting in 15 minute intervals beginning at 6:00 p.m. and with the last one leaving at 7:30 p.m. Management staff will lead the tours.

#### Project Budget

Detail of the project budget to date is attached.

#### **Manager's Report**

##### Relay for Life

Rick Deuschle has volunteered to be a team captain for the combined team of the Library and the Zionsville Rotary. The event will be held on June 10 and 11 at Zionsville Community High School. Rick will provide more information to the Board and staff as he receives it.

##### Statistics

The circulation was the highest ever in a January – 29,936. 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.

The number of mailed notices for overdues declined from 1,195 in December 50 722 in January. This is desirable, as it will save the Library money in supplies, postage and staff time.

Circulation staff is starting to transition to Youth Services and Teen/Adult Services.

#### Third House Meetings with Area Legislators

Third House Sessions in Boone County will be held on Saturday, March 19 here at the Library. The session begins at 7:30 a.m. Food and beverages will be provided. The Board would like to speak with the legislators after the session regarding local government financing.

#### Grants Presented to the Library Foundation

The next semiannual meeting of the Foundation will be held on Tuesday, March 8, at 7:00 p.m. in the large study room in Teen/Adult Services. A summary of Grant requests follows:

Youth Services Summer Reading Program – “Get Moving With Books” @ \$5,000

Teen Services Summer Reading Program – “Snowed In” @ \$2,000

Adult Services Summer Reading Program – “Get Moving With Books” @ \$940

[Includes Adult & Teen Photo Contest]

One Book, One Town – 2005 edition @ \$1,500

Library Newsletter @ \$6,860

#### Adjournment

*Upon motion duly made by Lisa Hull, seconded by Matt Price, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:47 p.m.*

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Matt Price, Acting Secretary

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