

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
November 21, 2005**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held November 21, 2005, and called to order at 7:35 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, Lee Greaves, Teen and Adult Services Department Head and Cathy Hurst, Board Assistant were also present. Steve Caltrider, President, presided.

Secretary's Report

Minutes of October 17, 2005 Regular Board Meeting

Upon motion duly made by Jeff Rolland, seconded by Lisa Hull, and being unanimously approved, the minutes of the regular meeting with addenda held on October 17, 2005 was adopted.

Special December Board Meeting

A special board meeting will be held on Tuesday, December 27 at 10:00 a.m. to approve appropriation transfers. Lisa Hull, Claudia Clark, Jeff Rolland and LeeAnn Biggs will be able to attend the meeting.

Treasurer's Report

November 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 November 2005, as reviewed and approved by the Library Director, audited by the Assistant Library Director and approved for payment by the Treasurer.

Authorization to Join ISL Consortium

Upon motion duly made by LeeAnn Biggs, seconded by Jeff Rolland and being unanimously adopted, the Board of Trustees resolved to approve joining the State Library's Internet Consortium and that this Library will agree to the terms of the Consortium.

Committee Reports

Policy Committee

LeeAnn Biggs reported that the Committee met prior to the Board meeting and discussed changes to the Circulation Policy.

Upon motion duly made by LeeAnn Biggs, seconded by Claudia Clark, and being unanimously adopted, the Board of Trustees resolved to amend the Circulation Policy as outlined in Exhibit A effective November 22, 2005, with the exclusion of "or personal property" in the Library Card Policy.

President's Report

Meeting With Area Officials

Tim Fisher attended the November 15 meeting. There was no information to report. There will not be a meeting in December and the January meeting will be assigned at the December Library Board meeting.

Director's Annual Performance Review

Tim Fisher will e-mail the performance review form to all Board members. Board members need to return input on the Director's performance using the review form format by December 12. Steve Caltrider and Tim Fisher will meet prior to the December Board meeting to complete the review; they will report back to the Board by December 14th. There will be an Executive Session of the Board held at 7:00 p.m. immediately prior to the December 19th meeting to discuss the Board's collective review of the Director.

Nominating Committee

The Nominating/By-Laws Committee will review the By-Laws for possible updates and prepare a slate of officers for 2006 to be presented at the December Board meeting. The committee members are Matt Price (Chair), Tim Fisher and LeeAnn Biggs. Steve Caltrider will contact Matt to have him call a committee meeting.

Board Appointment

Matt Price's Board position will expire December 31, 2005. He will attend the Boone County Council meeting on December 13, 2005 at 8:30 a.m. to present a report of Library activities and request reappointment.

Strategic Plan

The Board President recommended that an update on the Strategic Plan for 2006 needs to be initiated by staff. Steve would like to see a Planning Meeting held in the first quarter of '06 that would include the Library Board.

Director's Report

Grand Reopening and Plans for Closing the Library

Lee Greaves reported that the Grand Reopening Ceremony will take place on Sunday, January 22, 2006 from 4:00-6:00 p.m. The planning committee¹ has been meeting for several months. The Friends of the Library will be serving refreshments and several Zionsville School musical groups will be performing. The Friends will also be selling book bags and the Library's cookbook will be available for purchase. Directed tours will also be offered.

Upon motion duly made by Claudia Clark, seconded by LeeAnn Biggs, and unanimously adopted, the Board of Trustees resolved to close the Library beginning at noon on Saturday, January 14 and the Library will remain closed through January 21, 2006. The Library will be open for an assortment of special events only on Sunday January 22, 2006. The Library will reopen for regular service on Monday, January 23, 2006.

¹ Committee members include LeeAnn Biggs, Roberta Parks, Judy Ritter, Annette Knox, Shawn Parker, Judy Bolinger and Laura Gangstad.

Statistics

Circulation is at 20% higher than during the first 10 months of 2004. The door count is up 3% over 2004.

Plans for Moving, Furnishings, Irrigation, & Landscaping

*Upon motion duly made by Lisa Hull, seconded by Claudia Clark, and unanimously adopted, the Board of Trustees resolved to hire **Library Movers of America** from Franklin, Indiana to move collection and shelving for a fee not to exceed \$15,000.*

***Further**, to allow the staff to purchase chairs for the two computer labs located on the second floor at auction if available or from a retail establishment at a price not to exceed \$5,000.*

***Further**, to allow the staff to purchase chairs for Youth Services that are similar to those that the Library already owns that were made by Jasper and carried by Love Furniture for a price not to exceed \$5,000.*

***Further**, to commission the manufacture of countertops for various locations on the first floor at a price not to exceed \$5,000.*

***Further**, to approve purchase of a new aquarium tank along with operation apparatus, fish and decorations² using a donation of stock to the Building Fund at an amount not to exceed \$7,000 [\$6,195 for aquarium and pump.]*

***Further**, to approve purchase of wood shelving units for the second floor at a price not to exceed \$25,000 from Robbins Library Interiors.*

***Further**, to approve purchase of steel shelving units for the first floor at a price not to exceed \$8,582 from Robbins Library Interiors.*

***Further**, to approve engaging LandTech to prepare a specification for future installation of irrigation (a combination sprinkler/drip line) at a price not to exceed \$500.*

***Further**, to approve purchase of canopy chase lights in the amount of \$1,739.28 for the two entrances to the Youth Services Program Room.*

***Further**, to approve the purchase of two drive-up type steel drop boxes with removable carts at a price not to exceed \$7,290 that will be purchased by the Friends of the Library. In addition, two walk-up drop boxes with removable carts at a price not to exceed \$5,500 will be purchased by the Library Board.*

***Further**, that all purchases of metal shelving components during 2005 have been purchased separately for "efficiency and economic advantages." All metal shelving was bid with responses from R. Martin Woodworks and Bruce Robbins. The shelving manufacturers' components that they carry are interchangeable with those that the Library already owns.*

Also, the shelving could not be bid and ordered together since the Library had no place to store such quantities until building construction was completed and space was available for storage.

***Further**, that all purchases of wood shelving components during 2005 have been purchased from Bruce Robbins who exclusively carries Worden shelving in Central Indiana, in other words "due to single source for supply." The existing shelving was manufactured by Worden.*

² The total cost was \$6,195 for the aquarium tank and operation apparatus.

Annual Meeting

The annual meeting will be held at the Palomino Club. The dinner will begin at 6:30 p.m. The event should end by 8:00 p.m. The regular Board meeting will follow the event. The Library Foundation will provide dinner for the staff and Library Board. We will not be inviting spouses and guests to this event.

Personnel

Bart Allgood has submitted his resignation. He is moving to Colorado Springs to be closer to family. He has agreed to help Rick via phone when necessary until we find a replacement for his position. The Information Technology Department will remain in a static mode on projects at this time.

The Public Library Association Conference is being held in Boston from March 21-25, 2006. Mary Rueff, Lee Greaves, Carrie Smith and Jamie Schlenk will be attending the conference.

Identity Strategy

The Board appointed a committee to be led by Steve Caltrider to study the various issues related to development of an identity strategy for the expanded facility. Other members of the committee will include LeeAnn Biggs, Lisa Hull, Mary Rueff and possibly Mary Grabianowski. This committee will report back to the Board at the December meeting.

Friends of the Library

Mary Rueff reported that the Friends met on November 16, 2005. They made some changes in their book sale procedures that will be implemented beginning with the February 4-5, 2006 sale. The changes include having the "Bag Sale" from 3:00-5:00 p.m. and the price increasing to \$10/bag. The Friends are adding a Friday night sale time where a person can pay \$5 at the door to shop early at the book sale.

The Friends also announced that they have entered into a fundraising venture with the Village Parfumerie. Gift certificates for \$25 can be purchased at the Teen and Adult Services reference desk or at the Village Parfumerie and the Friends will receive \$10 for each certificate that is sold.

Newsletter

The newsletter will be mailed on January 4, 2006. The copy is due on December 2.

Adjournment

Upon motion duly made by LeeAnn Biggs, seconded by Lisa Hull, and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:52 p.m.

Jeff Rolland, Secretary

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