

**BOARD OF TRUSTEES  
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
December 19, 2005**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held December 19, 2005, and called to order at 8:10 p.m. All members of the Board of Trustees were present except Lisa Hull and Jeff Rolland. Martha Catt, Director; Mary Rueff, Assistant Director, and Cathy Hurst, Board Assistant were also present. Steve Caltrider, President, presided.

**Secretary's Report**

Minutes of November 21, 2005 Regular Board Meeting

*Upon motion duly made by Matt Price, seconded by Claudia Clark, and being unanimously approved, the minutes of the regular meeting with addenda held on November 21, 2005 was adopted.*

**Treasurer's Report**

December Claims

*Upon motion duly made by LeeAnn Biggs, seconded by Claudia Clark, and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for December 2005, as reviewed and approved by the Library Director, audited by the Assistant Library Director and approved for payment by the Treasurer.*

Transfer to LIRF and Lease Payment

The December Claims includes the transfer from Operating Fund to Library Improvement Reserve Fund. There was sufficient revenue to transfer the budgeted \$100,000 to LIRF in 2005.

*Upon motion duly made by LeeAnn Biggs, seconded by Matt Price and being unanimously approved, the Board of Trustees authorized and directed a transfer of \$100,000 from appropriation 10-3935/Operating Fund to the Library Improvement Reserve Fund.*

**Further**, the Board authorizes and directs the semiannual payment of the 2002 lease be paid in the amount of \$141,000 from the Lease Rental Payment Fund on or before December 31, 2005.

Fund Transfers in 2005 Budgets

The fund transfers that need to be made prior to December 31, 2005, will be presented for Board action on Tuesday, December 27 at a special meeting beginning at 10:00 a.m. The following Board members have volunteered to attend in order to have a quorum: Lisa Hull, Claudia Clark, Jeff Rolland and LeeAnn Biggs.

Treasurer's Stamp

*Upon motion duly made by LeeAnn Biggs, seconded by Claudia Clark, and being unanimously approved, the Board of Directors authorized LeeAnn Biggs, Tim Fisher or Matt Price*

to use and/or authorize use of the Treasurer's stamp in the absence of the Treasurer during fiscal year 2006 to pay Library warrants.

## **Committee Reports**

### Policy Committee

LeeAnn Biggs reported that the Policy Committee met prior to the Board meeting.

*Upon motion duly made by LeeAnn Biggs, seconded by Claudia Clark, and being unanimously adopted, the Board of Trustees resolved to amend the Fines and Fees Policy to include a statement outlining where a list of current fees charged by the Library can be found, as well as change the word "charge" to "fee."*

*Further, to authorize Library management staff to change procedures related to Library policies following a preliminary review by the Library Board.*

*Further, to revise the existing fee schedule to include charging a fee on all holds not picked up after a predetermined length of time, not just those holds placed on items known to be on the shelf, and further to increase the handling fee charged from 50 cents to \$1 per unpicked up hold, in an effort to recoup the actual cost of processing such transactions. This will go into effect on March 1, 2006.*

### Personnel Committee

The Personnel Committee met before the Board meeting.

*Upon motion duly made by LeeAnn Biggs, seconded by Claudia Clark, and being unanimously adopted, the Board of Trustees resolved to approve the job descriptions for **Unix Systems Administrator and Web Developer, Janitor and Youth Services Reference Librarian/Assistant Department Manager [full-time]** as presented in the Board packet. These job descriptions will be effective January 2, 2006.*

The Committee will bring the job description for **Youth Services Department Manager** to the Board for approval at the January 2006 meeting.

*Upon motion duly made by LeeAnn Biggs, seconded by Claudia Clark, and being unanimously adopted, the Board of Trustees resolved to implement an updated pay schedule reflecting 4% cost of living increase as presented in Exhibit A effective with pay awarded for work beginning January 2, 2006.*

The Board concurred with allowing the Library Director to award merit increases in 2006 using a range of 0 to 1%.

### Building Update

Martha Catt reported that the Library received a warning from the Fire Department for a false alarm. The Library could be fined the next time this happens. Only a short was found in the fire alarm system.

## **President's Report**

### Meeting With Area Officials

Tim Fisher will attend the January 17 meeting and Claudia Clark will attend the February 21<sup>st</sup> meeting.

Nominating/By-Laws Committee  
[Matt Price, Tim Fisher and LeeAnn Biggs]

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  
Matt Price, Assistant Treasurer  
Claudia Clark, Assistant Secretary

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

*Upon motion duly made by Matt Price, seconded by Claudia Clark and unanimously adopted, the Board of Trustees resolved that the nominations for officers be closed.*

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

LeeAnn Biggs will continue to serve as the Library Board representative to the Foundation.

If any Board members would like to request to be assigned to certain committees for 2006, please let Martha Catt or Steve Caltrider know as soon as possible.

Board Appointment

The Boone County Council reappointed Matt Price to serve a second term on the Library Board at their December 13, 2005 meeting. The appointment form has been received from the Council and will be filed at the Courthouse as required.

**Director's Report**

November Statistics

Circulation through November totaled 385,562. It looks as though we will come very close to reaching 400,000 this year. It has been another record breaking year for the Library and the customers. Self-check is averaging 73% and overdues are down 50% from 2004 activity.

Annual Report Dinner

The Annual Report Dinner will be held at Palomino Banquet & Catering on Thursday, February 23, 2006 at 6:00 p.m. Due to budget restraints, spouses/significant others are invited but would be asked to pay for the dinner. Meals for the members of the various boards, Friends and staff will be paid for by the Library Foundation.

The regular monthly meeting will be held following the Annual Report Dinner event and will begin about 7:30 p.m.

#### Zionsville Rotary

Glen McDonald will be presenting his Christmas message at the Rotary meeting on Thursday, December 22. All are invited to attend.

The Rotary will also be presenting the first \$2,500 check of a \$10,000 gift to the Library at this meeting.

#### Identity Strategy

The President appointed a committee led by Steve Caltrider that will meet in the Youth Services Study Room on Thursday, December 22, at 3:00 p.m.

#### **Adjournment**

*Upon motion duly made by LeeAnn Biggs, seconded by Claudia Clark and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 9:20 p.m.*

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Matt Price, Assistant Secretary

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