

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
December 18, 2006**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held December 18, 2006, and called to order at 7:41 p.m. All members of the Board were present. Martha Catt, Director; Mary Rueff, Assistant Director; Rick Deuschle, Chief Information and Facilities Officer; Bea Edwards; Matt McNabb, reporter for The Zionsville Times Sentinel and Cathy Hurst, Board Assistant were also present. Steve Caltrider, President, presided.

Secretary's Report

Minutes of November 20, 2006 Regular Meeting

Upon motion duly made by Jeff Rolland, seconded by Lisa Hull, and being unanimously approved, the minutes and addenda of the regular meeting held on November 20, 2006 were adopted.

Treasurer's Report

Upon motion duly made by Lisa Hull, seconded by Jeff Rolland, and being unanimously adopted, the Board authorized and directed the payment of the outstanding claims to date for December 2006, as reviewed and approved by the Library Director, audited by the Assistant Library Director and approved for payment by the Treasurer.

Upon motion duly made by Lisa Hull, seconded by LeeAnn Biggs, and being unanimously adopted, it was resolved that a transfer of \$10,000 from appropriation 10-3935/Operating Fund to the Library Improvement Reserve Fund be approved.

Upon motion duly made by Lisa Hull, seconded by Matt Price, and being unanimously adopted, it was resolved to authorize LeeAnn Biggs, Jeff Rolland and Matt Price to use and/or authorize use of the Treasurer's stamp in the absence of the Treasurer during fiscal year 2007 to pay Library warrants.

Committee Reports

Personnel Committee

Upon motion duly made by LeeAnn Biggs, seconded by Lisa Hull and being unanimously adopted, the Board resolved to confirm the combined Cost of Living Allowance [COLA] and merit proposal for all Library employees except the Director at a minimum rate of 0% and a maximum rate of 3 percent increase beginning January 1, 2007,

Further, that the staff all receive an adjustment of 2% on January 1, 2007 and that such may be subject to change in 2008.

Further, that the date for implementation for merit adjustment be changed as presented in Exhibit 1.

Upon motion duly made by LeeAnn Biggs, seconded by Claudia Clark and unanimously adopted, the Board resolved to approve changing full time maintenance/IT assistant to two positions: one full time Information Technology Services Assistant and one twenty hour per week building maintenance assistant.

Upon motion duly made by LeeAnn Biggs, seconded by Claudia Clark and unanimously adopted, the Board resolved to approve the job descriptions titled Janitor and Information Technology Services Assistant as presented.

President's Report

Meeting with Area Officials

Tim Fisher will attend the January 16 meeting. The February 20 meeting will be assigned at the Board's January meeting.

Miscellaneous

President Steve Caltrider stated that it is time to have the staff positions and pay ranges reviewed by a consultant since such a review was last completed in December 2003. He suggested that this be an objective of the Personnel Committee in 2007.

Board Appointments

The Boone County commissioners reappointed LeeAnn Biggs to serve a second term on the Library Board. The Zionsville Community School (ZCS) Board appointed Bea Edwards to serve the balance of Steve Caltrider's term [expires December 31, 2008]. Lisa Hull will remain on the Library board continuing her appointment by the ZCS Board that was made in 2002. The current vice-president will train Bea, and Martha Catt will review the budget portion of the training with the new Board member.

Nominating/By-Laws Committee

[Matt Price, Tim Fisher and Claudia Clark]

The committee submitted the following slate for Board consideration:

Proposed Slate of Officers

Tim Fisher, President
Matt Price, Vice-president
Lisa Hull, Treasurer
Jeff Rolland, Secretary
LeeAnn Biggs, 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 Matt Price, 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.

Steve Caltrider's Presidency

Upon motion duly made by Matt Price, seconded by Lisa Hull 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 Steve Caltrider from the Board upon having served 10 years, recognizes Steve's numerous contributions through dedicated service on and in various Board committees and offices. We further recognize, and are grateful for, Steve's ability and steadfast means to resolve sometimes controversial and difficult issues, to challenge the Library to embrace change with grace and distinction, and to plan for the Library's future. Steve's skills, character, intellect and charm will be sorely missed by the community, the Library Board and the Library staff.*

Managers' Report

Statistics

The first 400,000th circulation event occurred on November 16, 2006. Circulation is 12.6% ahead of activity in 2005.

Annual Meeting

The Annual Report Dinner will be held at the Palomino Banquet & Catering facility at 481 South County Road 1200, Zionsville beginning at 6:00 p.m. on Thursday, February 22, 2007.

Personnel

Marilyn Martin will be replacing Barb Wright on January 1, 2007. Marilyn is a 20-year veteran at the Indianapolis-Marion County public Library.

Zachary Stevens [Maintenance/IT Clerk] resigned his full-time position on Monday, December 11.

There will be a going away party in the Lora Hussey Room for Barb Wright on Friday, December 29 after the Library closes. All Board members are invited.

Other

Mary Rueff reported that the new procedure requiring a Library card to register for preschool storytime has not been much of an issue for customers. About half of the storytimes are only three-quarters full for the first session in 2007. This session is traditionally the lowest attended and that is why it was chosen to implement the new procedure.

The train exhibit has been very popular over the holidays. This feature will be repeated during the holiday season in 2007.

A new offering in 2007 will be assistance with tax preparation on Friday afternoons from 1:00-4:00 p.m. for lower income customers; this offering will begin on February 9, 2007.

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 8:40 p.m.

Jeff Rolland, Secretary

Executive Session Meeting Held Immediately Following the Regular December 18, 2006 Board Meeting

The purpose of this special Board meeting was to conduct an annual review of the Library Director. This was a closed meeting. Permissible per IC 5-14-1.5-6.1 for "job performance evaluation" The Board took no formal action at this meeting.

Jeff Rolland, Secretary

December 2006 Library Board: Steve Caltrider, Tim Fisher, Lisa Hull, Matt Price, LeeAnn Biggs, Jeff Rolland, and Claudia Clark. Bea Edwards has been appointed by the ZCS Board to serve the remaining 2 years of Steve Caltrider's 4 year term. Bea attended the Regular and the Executive Sessions of the Board's meetings. *Note: Her appointment form had not yet been presented to the Library Board as of December 31, 2007.*