

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
July 16, 2007**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held July 16, 2007, and called to order at 7:35 p.m. All members of the Board of Trustees were present except Matt Price and Bea Edwards. Martha Catt, Director; Mary Rueff, Assistant Director; Richard Deuschle, Chief Information and Facilities Officer; Lisa Hull, Treasurer, Andrew Appel, and Cathy Hurst, Board Assistant were also present. Tim Fisher, President, presided.

Insurance Renewal

Andrew Appel, of Gregory & Appel Insurance, presented an overview of the Library's recently rebid insurance package with Chubb and others. The premium for general liability went down in cost. The workman's compensation went up due to \$11,000 in loss over there past 3 years. Martha asked that Andrew secure a letter from Chubb confirming that our collection is indeed covered under "fine arts" even though this is not specifically stated in this summary of risk management and insurance services. The deduction for the Directors' and Officers coverage doubled from \$2500 to \$5000 but the premium remained unchanged from the previous year.

Lease of Copiers

Upon motion duly made by Claudia Clark, seconded by Jeff Rolland, and being unanimously approved, the Board of Trustees resolved to return the two Ricoh copiers the Library has been leasing for the past 5 years and lease three new color copiers under a single 60-month lease and maintenance contract with VanAusdall & Farrar Inc., Indianapolis.

One of the units will be placed on each floor. All the units will be leased from a single company and with the same beginning and ending contract period. Previously one unit was with HP and was on a different time period than the two leased from VanAusdall & Farrar. The units will be leased for a combined monthly cost of \$507. This rate includes color. There is no buyout provision at the end of the lease nor are supplies included. The maintenance is an additional sum above the rental rate. The two small color copiers will be eliminated in order to save on toner costs since color copies made on these new machines will cost less than what we are now using.

Secretary's Report

Minutes of June 18, 2007 Regular Meeting

Upon motion duly made by Jeff Rolland, seconded by Claudia Clark, and being unanimously approved, the minutes of the regular meeting with addenda held on June 18, 2007 were adopted.

Treasurer's Report

July Claims

Upon motion duly made by Claudia Clark, seconded by Jeff Rolland, and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for July 2007, as reviewed and approved by the Library Director, audited by the Assistant Library Director and approved for payment by the Treasurer.

Outside Wood Benches Declared Surplus

Upon motion duly made by Claudia Clark, seconded by Monty Korte and unanimously adopted, the Board of Trustees declared six of the nine wood benches located on either side of the Library's east public entrance as surplus. These six benches will be donated to the Friends of the Hussey-Mayfield Memorial Public Library for sale and/or disposal. Such items are no longer needed for Library purposes due to their present deteriorated condition.

Committee Reports

IT and Policy Committee

Upon motion duly made by Jeff Rolland, seconded by Claudia Clark, and being unanimously adopted, the Library Board accepted an alternate payment method in the form of credit cards for customers to use to pay for various services and commodities owed to the Library.

The current methods of payments prior to the addition of credit cards include money orders, cash and checks.

The IT Committee also announced that they had authorized Rick to purchase 3 cash registers for use by staff so that hand recordkeeping could be minimized for staff. The total cost will be about \$4,000 for these units.

President's Report

Meeting with Area Officials

Jeff Rolland will attend the July 17 meeting and Monty Korte will attend on August 21. Meetings are held in the ZCS Administrative Center and begin at 7 A.M.

Library Board Treasurer Position

Upon motion duly made by Jeff Rolland, seconded by Claudia Clark, and being unanimously adopted, the Library Board resolved that if Lisa Hull should resign as Treasurer, LeeAnn Biggs would fill the position of Treasurer until new officers are elected at the December 2007 meeting of the Board. Then Monty Korte will fulfill LeeAnn Biggs role as Assistant Treasurer through the end of this fiscal year.

Managers' Report

2007 Summer Reading Update

Mary Rueff updated the Board as to the latest statistics on Summer Reading Program statistics at the Library:

<u>2007</u>	<u>2006</u>
1,344 Youth; 25,000 hours read	951 Youth; 21,234 hours read
585 Teens; 1.2 million pages read	420 Teens; 810,236 pages read
442 Adults; 2,110 books read	326 Adults; 1,157 books read

Staff Training

Mary asked the Board to think about the possibility of closing the Library on a Friday in August or September for a staff training day. She will bring some dates and topics for consideration to the August Board meeting.

Adjournment

Upon motion duly made by Claudia Clark, seconded by Jeff Rolland and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 9:05 p.m

Jeff Rolland, Secretary

July 2007 Library Board: Tim Fisher, Matt Price, LeeAnn Biggs, Jeff Rolland, Claudia Clark, Bea Edwards and Monty Korte. Lisa Hull is Treasurer.