

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
December 17, 2007**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held December 17 2007, and called to order at 7:33 p.m. All members of the Board of Trustees were present except Matt Price. Martha Catt, Director; Associate Director Mary Rueff; Associate Director Rick Deuschle; John Minkler; two high school students and Cathy Hurst, Board Assistant were also present. Tim Fisher, President, presided.

Secretary's Report

Minutes of November 19, 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 November 19, 2007 were adopted.

Treasurer's Report

December Claims

Upon motion duly made by LeeAnn Biggs, seconded by Monty Korte, and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for December 2007, as reviewed and approved by the Library Director, audited by the Associate Library Director and approved for payment by the Treasurer.

Transfer to LIRF

Upon motion duly made by LeeAnn Biggs, seconded by Jeff Rolland and being unanimously adopted, the Board of Trustees resolved that a transfer of \$47,325 from appropriation 10-3935/Operating Fund to the Library Improvement Reserve Fund be approved.

Fund Transfers in 2007 Budgets

The fund transfers that need to be made prior to December 31, 2007, will be presented for Board action on Thursday, December 27 at a special meeting beginning at 10:00 a.m. The following Board members will attend: Jeff Rolland, Claudia Clark, Monty Korte and LeeAnn Biggs.

COMMITTEE REPORTS

Personnel Committee

Upon motion duly made by LeeAnn Biggs, seconded by Claudia Clark and being unanimously adopted, the Board of Trustees resolved that the Hussey-Mayfield Memorial Public Library adopt Amendment #1 to the Library's Premium Conversion Plan of July 2002.

Further that this amendment be effective as of July 2, 2007 in the form and substance of a copy of the same, which is attached hereto.

Be it resolved further, that the Board of Trustees hereby authorizes the execution of Amendment #1 of the Premium Conversion Plan, on behalf of the Library and hereby authorizes and directs the Director of the Library or its designee to take any and all actions necessary or appropriate to administer the provisions of Amendment #1 of the Premium Conversion Plan effective as of July 2, 2007.

Upon motion duly made by LeeAnn Biggs, seconded by Claudia Clark and being unanimously adopted, the Board of Trustees approved increasing the position recently held by Terra Hafen-Gillespie from 15 to 20 hours per week effective upon employee replacement as well as approval of the updated job description, Youth Services Librarian.

Upon motion duly made by LeeAnn Biggs, seconded by Jeff Rolland and being unanimously adopted as amended, the Board of Trustees confirmed the combined Cost of Living Adjustment and merit proposal for all Library employees except the Director at a minimum rate of 0% and a maximum rate of 3% increase beginning January 1, 2008.

Further that the staff all receive a Cost of Living adjustment of 2% on January 1, 2008 and that such may be subject to change in 2009.

Upon motion duly made by LeeAnn Biggs, seconded by Monty Korte and being unanimously adopted the Board of Trustees approved the proposed changes to the Employee Handbook, Volume 1 (Exhibit 1) as presented.

IT Committee

Upon motion duly made by Jeff Rolland, seconded by Claudia Clark and unanimously adopted, the Board of Trustees affirmed that it will be Hussey-Mayfield Memorial Public Library's practice to keep backup data for no more than a rolling 12 week period. This includes all data that is electronically backed up by the I.T. Department daily.

Nominating/By-Laws Committee

The committee submitted the following slate for Board consideration:

Proposed Slate of Officers

LeeAnn Biggs, President
Jeff Rolland, Vice President
Monty Korte, Treasurer
Claudia Clark, Secretary
Bea Edwards, Assistant Treasurer
Matt Price, Assistant Secretary
Foundation Representatives: LeeAnn Biggs and Monty Korte

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

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

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

A bond will need to be secured for the newly elected Treasurer to conform to State regulations.

The Committee will also be presenting a proposed revision of the By-Laws for the Board's consideration at the January, 2008 meeting.

Upon motion duly made by Claudia Clark, seconded by LeeAnn Biggs and unanimously adopted, the Board of Trustees resolved that beginning in January, 2008 the regular Library Board meetings will move from the third Monday of each month to the third Thursday of each month. The January meeting will be held on Thursday, January 17, 2008.

Tim Fisher's Presidency

Upon motion duly made by LeeAnn Biggs, seconded by Claudia Clark, 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 Tim Fisher from the Board upon having served eight years, recognizes Tim's contributions through dedicated service on and in various Board committees and offices. Tim's interest and commitment in the Library has contributed in a positive manner to the Library's success in meeting the needs of the local taxpayers in the delivery of a variety of successful public library services.

President's Report

Meeting with Area Officials

There will be no meeting with area officials in December. Monty Korte will attend the January 15 meeting. Meetings are held in the ZCS Administrative Center and begin at 7 A.M.

Treasurer's Stamp

Upon motion duly made by Tim Fisher, seconded by Claudia Clark and unanimously adopted, the Board of Trustees authorized the Assistant Treasurer or the Treasurer to use and/or authorize use of the Treasurer's stamp in the absence of the Treasurer during fiscal year 2008 to pay Library warrants.

Manager's Report

Holiday Stroll

At the first Holiday Stroll, the Library had a total of 2,984 visitors; 1,980 on Saturday, December 1 and 1,004 on Sunday, December 2. We enjoyed a 210% increase in door count from the first weekend in December, 2006.

The Friends of the Library netted almost \$1,500 in a combination of vendor rent, book and craft sale that was held in the Hussey and Hoffman Rooms during the two day event. This was a first time fund raising event for the Friends.

Holiday Closings

The Library will close at 5:00 p.m. on Saturday, December 22 and reopen on Wednesday, December 26 at 9:30 a.m. The Library closes at 5:00 p.m. on Saturday, December 29 and reopens on Wednesday, January 2, 2008 at 9:30 a.m.

Newsletter

The next issue of the Library newsletter will be mailed to all cardholders and 46077 addresses early in January.

Other Matters

December 11, 2007, the Governor's Blue Ribbon Committee on Local Government Reform presented their recommendations. Committee recommendations numbers 18, 19 and 20 relate to the delivery of public library services in Indiana. Opinions may be expressed on the website, <http://indianalocalgovreform.iu.edu/>

There was a press release from Indiana University on December 11, 2007, about the value that public libraries bring to positively influence Indiana's economy.

The 2008 Legislator's Breakfast will be held at Witham Hospital in Lebanon and at the Hussey-Mayfield Memorial Public Library. Details will follow in the next couple of months.

Rick Deuschle reported that all standard public address announcements are now automated and scheduled.

Adjournment

Upon motion duly made by Tim Fisher, 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

December 2007 Library Board: Tim Fisher, Matt Price, LeeAnn Biggs, Jeff Rolland, Claudia Clark, Bea Edwards and Monty Korte.