

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
January 17, 2008**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held January 17, 2008, and called to order at 7:40 p.m. All members of the Board of Trustees were present. Martha Catt, Director; Associate Director Mary Rueff; Associate Director Rick Deuschle, and Cathy Hurst, Board Assistant were also present. LeeAnn Biggs, President, presided.

Secretary's Report

Minutes of December 17, 2007 Regular and Executive Session Meeting
and Special Meeting Held December 27, 2007

Upon motion duly made by Claudia Clark, seconded by Josh Minkler, and being unanimously approved, the minutes of the regular meeting with addenda and the executive session meeting held December 17, 2007 plus those for the special meeting held December 27, 2007 were adopted.

Treasurer's Report

January Claims

Upon motion duly made by Monty Korte, seconded by Jeff Rolland, and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for January 2008, as reviewed and approved by the Library Director, audited by the Associate Library Director and approved for payment by the Treasurer.

Changes to Appropriation Resolutions Approved at a
Special Meeting of the Board on December 27, 2007

Upon motion duly made by Monty Korte, seconded by Matt Price and being unanimously adopted, the Board of Trustees resolved that Exhibits A and B as approved at the special meeting of the Board held on December 27, 2007 be amended as presented in revised Exhibits A and B

2008 Operating Fund Budget by
Internal Appropriation Numbers

Upon motion duly made by Monty Korte, seconded by Bea Edwards, and being unanimously adopted, the Board resolved that the 2008 Operating Fund appropriation delineation as presented in Exhibit C be approved for internal use.

Loan from Undesignated to Designated Gift Fund
For Adult Services Program

Upon motion duly made by Monty Korte, seconded by Josh Minkler, and being unanimously adopted, the Board resolved to loan the Designated Fund \$113 from the Undesignated Fund on behalf of the Adult Services Program.

President's Report

Meeting with Area Officials and Next Board Meeting

Monty Korte attended the January 15 meeting. The discussion centered on property taxes and government reform. Monty updated this group about our involvement in the state-wide open source catalog project.

LeeAnn Biggs will attend the February 19 meeting. Meetings are held in the ZCS Administrative Center and begin at 7 A.M.

At this time, all Board members are planning to attend the February Library Board meeting scheduled for February 19.

Committee Appointments and Contact Information

The Board President presented the updated list of Board member appointments to the Standing Committees of the Library Board for 2008. Members were asked to notify the management staff if any corrections or amendments to the contact information sheet are needed

COMMITTEE REPORTS

Policy Committee

Upon motion duly made by LeeAnn Biggs, seconded by Claudia Clark and being unanimously adopted, the Board of Trustees resolved to amend the following Library policies as outlined in the corresponding exhibits effective January 18, 2008:

Exhibit D: Behavior, amended with recommended change made by Committee

Exhibit E: Fine and Fee Amnesty

Exhibit F: Fines and Fees

Exhibit G: Interlibrary Loan

Exhibit H: Library Card

Exhibit I: Loan Periods

By-Laws Committee

Upon motion duly made by Claudia Clark, seconded by Bea Edwards and being unanimously adopted, the Board of Trustees resolved to accept the By-Laws as presented at the December meeting with the additional change of moving the monthly Board meeting from the third Monday to the third Thursday of each month, effective January 2008.

Manager's Report

Statistics

Circulation totaled 464,508 items in 2007; this is 3.9% more than was reported for fiscal year 2006.

Changes to the Library Website

Management staff and the Board are in the process of giving input for changes to the Library's website. The IT Department will be working with Firebelly Marketing. Niles Ingalls has a barter agreement with Firebelly in which FM owes Niles more service than Niles can use. Hence Niles is donating his barter points to the Library. The work that Firebelly will be doing on the Library's web site will be to satisfy a personal arrangement between FM and Niles Ingalls and will be without cost to the Library.

Annual Report Meeting

Upon motion duly made by Claudia Clark, seconded by Bea Edwards and being unanimously adopted, the Board of Trustees approved closing the Library on Thursday evening, March 13, 2008 at 5:00 p.m. for the annual recognition event.

This year the Appreciation Committee will plan a dinner and program that will be focused on staff recognition. The change in format was recommended by the Library Foundation last fall. The Foundation provides the funds for this event. Details about this event will be announced at a later time.

Third House Meetings with Area Legislators

Third House Sessions in Boone County will be held at Witham Hospital in the cafeteria on January 19, 2008. On February 23¹, this event will be offered here at the Library. The sessions begin at 7:30 a.m. Food and beverages are provided by the sponsors.

The February 23 event is co-sponsored by the Boone County Chamber, the Zionsville Chamber and the Library.

Surplus Equipment

Upon motion duly made by Claudia Clark, seconded by Monty Korte and unanimously adopted, the Board of Trustees declared the items enumerated on Exhibit J be declared surplus equipment. Further that these items will be donated to the Friends of the Hussey-Mayfield Memorial Public Library and will be delivered to Christys of Indiana for auction. Such items are no longer needed for Library purposes due to their present condition and availability of more current technology.

Other Matters

The Midwest Writer's Conference will be offered on January 16, a Saturday morning workshop, hosted by the Library again this year. There are over 100 people registered for this event.

"Treeboy" (Tim Bush) from WTHR-TV was a guest librarian at a Library storytime on January 15. This piece aired on Wednesday, January 23, between 6:30 and 7 a.m.

The E-Rate paperwork has been submitted to the State Library for partial support of our Internet services in 2008-2009. The e-rate final filing was also completed by Cathy and Rick for our phone lines today.

¹ Initially the event was scheduled by the Boone County Chamber for February 16. Due to a conflict by the two of the legislators, the meeting being held at the Library had to be changed from February 16 to February 23.

The time clock and timesheets have been converted to the open source program Timetrex. There will be corrections to make as we go along, but it will be a timesaver for staff.

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 8:33 p.m.

Claudia Clark, Secretary

January 2008 Library Board: LeeAnn Biggs, Jeff Rolland, Monty Korte, Claudia Clark, Matt Price, Bea Edwards and Josh Minkler.