

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

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held April 17, 2008, in the Lora Hussey Room at the Library. The meeting was called to order at 7:30 p.m. All members of the Board were present. Others present were: Martha Catt, Director; Mary Rueff, Assistant Director; Rick Deuschle, Assistant Director; Circulation Services Department Head Shawn Parker; Gayle Cox, resident and Cathy Hurst, Board Assistant. LeeAnn Biggs, President, presided.

Secretary's Report

Minutes of the March 20, 2008 Regular Meeting and April 10, 2008 Special Meeting

Upon motion duly made by Claudia Clark, seconded by Jeff Rolland, and being unanimously approved, the minutes and addenda of the regular meeting held on March 20, 2008 and the special meeting held on April 10, 2008 were adopted.

Treasurer's Report

April Claims

Upon motion duly made by Monty Korte, seconded by Bea Edwards, and being unanimously adopted, the Board authorized and directed the payment of the outstanding claims to date for April 2008, as reviewed and approved by the Library Director, audited by the Assistant Library Director and approved for payment by the Treasurer.

Annual Report: Circulation Services

Annual Service Review of CIRCULATION SERVICES featured a report by Shawn Parker, Circulation Services Department Head. Shawn introduced herself and told a little about the recent changes in the Circulation Department. There are eight assistants who work in Circulation Services. This department regained independent status in January, 2008. There have been several personnel changes in the last several months, but Shawn believes she and Assistant Department Head Marsha White have a strong and dedicated staff.

The Department is very busy and has circulated 126,181 items in the first quarter of 2008. This is a 13.4% increase over the same period in 2007.

Annual Report: Administration Services

Martha Catt presented the Annual Service Review of ADMINISTRATION SERVICES which featured a PowerPoint overview of administration in 2007 and early 2008.

President's Report

Meeting with Area Officials

LeeAnn Biggs attended the April 15 meeting, and Monty Korte will attend the May 20 meeting.

Matt Price's Service to the Library Board

Matt Price has requested release from his responsibility as Library Board appointment to the Boone County Council. Matt was elected to the Zionsville Town Council last fall and is presently serving as President of the Town Council. Gayle Cox has submitted a letter to the Boone County Council to request appointment to the Library Board to complete Matt's term which will end December 31, 2009.

LeeAnn Biggs thanked Matt on behalf of the Board and the community for his 6.25 years of service and leadership on the Library Board. Matt was presented with a framed print of the Library from the Board and staff.

Managers' Report

Statistics

The Library has experienced five double digit increases over the past two years. These increases are in the areas of circulation, Sunday circulation, door count and both the Adult and Teen winter reading programs.

First Quarter Reports, 2008 and Update of Strategic Plan

The staff has presented quarterly reports and these are attached for January through March 2008. The Director and the Management staff are still working on the update of the Strategic Plan, 2008-2010. The reports that the managers are presenting this month for the first quarter of 2008 are still based on the 2007-2009 Plan.

National Library Week, 2008

This year is the 50th anniversary of National Library Week. The Staff Appreciation Committee hosted a pizza party on Tuesday, April 15, for the staff to celebrate National Library Worker's Appreciation Day.

Each Department has prepared a basket to give away in a drawing at the end of the week. Customers get one chance to win the basket for each visit to the Library.

IT Issues

The first draft of the website will be ready the week of April 21, 2008. There will be an IT committee meeting before the Board meeting on May 15, 2008.

The Indiana State Library gave permission for the Hussey-Mayfield Memorial Public Library to proceed with the process to issue RFP's to vendors for the purchase of server equipment to support the Evergreen Indiana project.

Board Training

A segment of the Board meeting in May will be devoted to Board training.

Adjournment

Upon motion duly made by Matt Price, seconded by Claudia Clark and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:49 p.m.

Claudia Clark, Secretary

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