

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
June 19, 2008**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held June 19, 2008, and called to order at 7:31 p.m. All members of the Board of Trustees were present except Jeff Rolland and Bea Edwards. Martha Catt, Director; Assistant Directors Mary Rueff and Richard Deuschle, and Cathy Hurst, Board Assistant were also present. LeeAnn Biggs, President, presided.

Public Hearing

Library's Internet Use Policy

President LeeAnn Biggs opened the meeting for public comment on the Internet Policy. There being no one present to comment, the public hearing was closed at 7:32. The regular Board meeting was then called to order.

Secretary's Report

Minutes of May 15, 2008 Regular Meeting

Upon motion duly made by Claudia Clark, seconded by Josh Minkler, and being unanimously approved, the minutes of the regular meeting with addenda held on May 15, 2008 were adopted.

Treasurer's Report

June Claims

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

Loan to Lease Rental Payment Fund

Upon motion duly made by Monty Korte, seconded by Josh Minkler, and being unanimously adopted, the Board authorized and directed the Treasurer to borrow up to \$49,000 from the Undesignated Fund for the Lease Rental Payment Fund. Upon receipt of the spring property and excise tax distribution later this year, the loan will be repaid; such repayment is subject to a sufficient distribution of property tax from the Boone County Auditor.

Semi-Annual Lease Payment

Upon motion duly made by Monty Korte, seconded by Gayle Cox, and being unanimously adopted, the Board authorized and directed the semiannual payment of the lease on

June 30, 2008 in the amount of \$141,000 [2002 Bond Refinance of 1993 Bonds] plus \$127,500 [2004 Bonds] for a total of \$268,500.

2009 Budget Calendar

Upon motion duly made by Monty Korte, seconded by Gayle Cox, and being unanimously adopted, the Board approved the tentative dates for the 2009 Budget Processing Calendar, August 20, 2008 and ending October 1, 2008 to complete the 2009 budget approval, review and submission process.

Non-Resident Fees

Whereas, IC 36-12-2-25 © requires that an individual non-resident fee be established; therefore,

Upon motion duly made by Josh Minkler, seconded by Claudia Clark, and being unanimously adopted, the members of the Library Board do resolve to establish the non-resident fee at \$116 for an individual non-resident card and \$116 for a family non-resident card, effective July 1, 2008.

Be it further resolved that these fees will remain in effect until such time that the Library Board passes another fee resolution.

Advance Draw

Upon motion duly made by Monty Korte, seconded by Claudia Clark, and being unanimously adopted, the Board approved sending a request to the Boone County Auditor and the Boone County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, and Lease Rental Payment Fund to the Library, payable 30 days from the date of this resolution or subsequently as soon as the funds are collected and available.

Highlights of Legislative Changes in the 2008 Session of the General Assembly Reported at the 2008 Budget Workshop

The Board reviewed some of the changes in the Indiana Code that apply to the operation of public libraries in Indiana including uniform copy fees and minimum wage.

Request to Purchase Modulex Signs from ASI

Upon motion duly made by Josh Minkler, seconded by Claudia Clark, and being unanimously adopted, the Board authorized the staff to purchase an assortment of Modulex signs from ASI in the total amount of \$11,179.75. Of this total \$9,188.09 will be appropriated from the Building fund. The balance will be paid from funds that the staff raised through sales of cookbooks in 1993 and 2005. The decision to spend some of this cookbook revenue was made by Lee Greaves, Mary Rueff and Jamie Schlenk since these managers participated in one or both of these fundraisers.

Committee Reports

Personnel Committee

The Board tabled the proposal for the selection of a medical/Rx insurance plan for staff for the period July 1, 2008 – June 30, 2009. After more information is obtained, the Board will hold a Special Meeting before July 1, 2008 to select an insurance plan for staff.

Upon motion duly made by Monty Korte, seconded by Gayle Cox, and being unanimously adopted, the Board resolved to conform to the Public Library Certification outlined in Title 590 of the Indiana Administrative Code by July 1, 2008. The following job classifications/job titles will be ones that will need to comply with this Title: Librarian I [all], Specialist II – Cataloger, Manager II [all but Bookkeeper], Manager III [all], Associate Directors [all], and Director.

Policy Committee

Upon motion duly made by Josh Minkler, seconded by Gayle Cox, and being unanimously adopted, the Library Board held a public hearing that was duly noticed prior to the Board meeting this evening and that the noticed hearing was held at the beginning of the regular Board meeting where no public comments were received on the Library's Internet Policy.

Further, that the Board adopts the updated Internet Policy as presented by the Policy Committee, with implementation on June 30, 2008.

Upon motion duly made by Josh Minkler, seconded by Claudia Clark, and being unanimously adopted, the Library Board resolved to adopt the Policy on the Disposal of Personal Property Left at the Library as revised with implementation on June 30, 2008.

Upon motion duly made by Josh Minkler, seconded by Claudia Clark, and being unanimously adopted, the Library Board resolved to adopt the Unattended Child Policy as revised with implementation on June 30, 2008.

President's Report

Meeting with Area Officials

LeeAnn Biggs met with the area officials on June 17. Josh Minkler will attend the July 15 meeting and Gayle Cox will attend the August 19 meeting. Meetings are held in the ZCS Administrative Center and begin at 7:30 A.M.

Planning Meeting of Board Members

The Board will meet at 6:30 p.m. on Thursday, August 21, 2008 for an all-Board planning meeting. This will be held immediately prior to the regular August Board meeting.

Managers' Report

Boone County Property Taxes

Per Deanna Wilhoite, Boone County Treasurer, it will be November 18, 2008 before we get any tax money.

2008 Summer Reading Update

Mary Rueff shared details about the success realized by each of the Library's Summer Reading Programs:

2008

Youth; 6,624 hours recorded

437 Teens; 298,388 pages read
434 Adults; 616 books read

Fall Festival Parade

Upon motion duly made by Claudia Clark, seconded by Gayle Cox, and being unanimously adopted, the Library Board authorized the Director to delay opening the Library on Saturday, September 6 until noon so staff may participate in the Fall Festival Parade.

Strategic Plan

A draft of the Proposed Strategic Plan was presented to the Board for their consideration at the July meeting of the Board.

Website Development Update

Rick Deuschle reported that the new website is on task. The look of the site is now right and at this time the project is moving forward.

Update on Evergreen Indiana

The proposed governance documents are attached for the Board to review. On Tuesday, June 24, the first migration should take place. We will be meeting with Equinox and by October, 2008 all pilots (13) will be up.

Relay for Life

The Relay for Life will be held on June 20 and June 21 in Lions Park. Laura Henthorn, Circulation Services, has organized the Library's team for this community-wide fundraiser for cancer.

Friends Book Sale

The Friends grossed \$3,704 in their sale of books and media on May 30 and 31. This was their highest revenue sale to date. The next sale will be held the first weekend in October.

Surplus Items

Upon motion duly made by Josh Minkler, seconded by Gayle Cox, and being unanimously adopted, the Library Board declared that approximately 200 wire bookends that connected to 9-inch metal shelves be declared surplus.

Further, *that these items will be donated to the Friends of the Hussey-Mayfield Memorial Public Library and will be sold to the Jesus Metropolitan Community Church on 54th Street in Indianapolis, IN.*

Adjournment

Upon motion duly made by Claudia Clark, seconded by Josh Minkler and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:37 p.m.

Claudia Clark, Secretary

June 2008 Library Board: LeeAnn Biggs, Jeff Rolland, Monty Korte, Claudia Clark, Bea Edwards, Josh Minkler and Gayle Cox.