

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
September 18, 2008**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held September 18, 2008, and called to order at 7:35 p.m. All members of the Board of Trustees were present except Jeff Rolland and Claudia Clark. Martha Catt, Director; Assistant Directors Mary Rueff and Richard Deuschle, Teen and Adult Services Staff Lee Greaves and Barbara Litkowski and Cathy Hurst, Board Assistant were also present. LeeAnn Biggs, President, presided.

Secretary's Report

Minutes of August 21, 2008 Regular Meeting

Upon motion duly made by Gayle Cox, seconded by Josh Minkler, and being unanimously approved, the minutes of the regular meeting with addenda held on August 21, 2008 was adopted.

Treasurer's Report

September Claims

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

Fiscal Year 2009 Budget

The Library Board will hold a Special Meeting on Monday, September 29, 2008 at 5:30 p.m. for the purpose of considering the adoption of the 2009 Budget.

The Boone County Council will meet on the second Tuesday in October and will consider signing the Appointed Boards Review—County Council Property Tax Budget Review Form 1. Due to the fact that the Department of Local Government Finance changed the deadline for filing from September 30, 2008 to December 1, 2008,¹ this will not create a problem for the Library's filing of the 2009 budget.

Authorization to Join ISL Consortium

Upon motion duly made by Josh Minkler, seconded by Gayle Cox, and being unanimously adopted, the Board of Trustees resolved to approve joining the State Library's Internet Consortium and that this Library will agree to the terms set out for the Consortium. (Exhibit A) This is the third consortium agreement that the Library Board has signed beginning in 2006.

Committee Reports

¹ The Boone County Council has the obligation to set the date when budgets in Boone County will be due. However, as of this meeting, the Library had not been informed as to what this date was so we are presuming that the budget will be due no later than December 1, 2008 though it may be due earlier than December but later than September 30, 2008.

Maintenance Committee

Staff members Lee Greaves, Department Head, and Barbara Litkowski, Outreach Librarian, presented a plan for the conversion of the Business, Investing and Career Room to a space for service to senior citizens. This proposal is based on the Planning survey and staff observation.

Phase one would begin immediately and would encompass changing the physical environment to include large print items and also rearranging the furnishings to make the space inviting for senior citizens. Phase two would happen at a later date and would transform the space into a Lifelong Learning Center. By consensus the Board gave its strong support to this project.

Policy Committee

Upon motion duly made by Josh Minkler, seconded by Bea Edwards, and being unanimously adopted, the Board resolved to amend the following Library policies as outlined in the corresponding exhibits effective September 18, 2008:

Fine Amnesty [Exhibit B]

Fines and Fees [with Fine and Fee Schedule] [Exhibit C]

Library Cards [Exhibit D]

Library Notices [Exhibit E]

Loan Periods, Limits, Renewals, and Holds [Exhibit F]

Lost and Damaged Items [Exhibit G]

Meeting Rooms [and Meeting Room Fee Schedule] [Exhibit H]

Study Rooms [Exhibit I]

Upon motion duly made by Josh Minkler, seconded by Monty Korte, and being unanimously adopted, the Board resolved to renew the following policies as written:

Headphones [Exhibit J]

Proctoring Exams [Exhibit K]

Upon motion duly made by Josh Minkler, seconded by Gayle Cox, and being unanimously adopted, the Board resolved to enact the 2009 Holiday Closing schedule [Exhibit L] as presented.

President's Report

Meeting with Area Officials

Gayle Cox reported that the meeting she attended in August was sparsely attended, but that she reiterated the desire that the Library be invited to school open houses each fall, and that this request was met with a positive response for the future.

Josh Minkler attended the September 16 meeting. The October 21 meeting will be attended by LeeAnn Biggs. Monty Korte will attend the November meeting. Meetings are held in the ZCS Administrative Center and begin at 7:30 A.M.

The Board will be holding another planning meeting at 6:30 p.m. on November 20, 2008.

Managers' Report

Statistics

It has not been possible for us to prepare the statistical report with the conversion of Evergreen in August. When this is back on track the statistics will be updated and forwarded to the Board.

Collaboration with the Sullivan Museum

Upon motion duly made by Gayle Cox, seconded by Monty Korte, and being unanimously adopted, the Board authorized the expenditure of up to \$2,000 and signing a contract with [a person to be named] for phase one and a portion of phase two of the proposal for cataloging print resources currently owned by the Sullivan Museum.

Staff

The Library will be closed to the public tomorrow, September 19, 2008, for staff training. The agenda for this training day is included as Exhibit M.

Friends of the Library

Mary Rueff reported that the Friends met on Wednesday, September 17, 2008. They approved two requests for funding from Marilyn Martin for spring adult programs and Carrie Smith for winter reading programming for teens. These requests totaled \$2,850.

October 3, 4 and 5 will be the next Friends Book Sale. This sale will be much larger than usual due to the fact that the spring sale was only held on two days and increased book donations and withdrawals from the collection in anticipation of Evergreen Indiana conversion.

The Friends were also involved in a planning meeting for the Holiday Stroll which will occur the first weekend in December.

Adjournment

Upon motion duly made by Claudia Josh Minkler, seconded by Monty Korte and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:16 p.m.

Gayle Cox, Assistant Secretary

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