

**BOARD OF TRUSTEES  
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
November 20, 2008**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held November 20, 2008, and called to order at 7:36 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; seven Zionsville Community High School students and Cathy Hurst, Board Assistant were present. LeeAnn Biggs, President, presided.

**Secretary's Report**

Minutes of October 16, 2008 Regular Meeting

*Upon motion duly made by Claudia Clark, seconded by Gayle Cox, and being unanimously approved, the minutes of the regular meeting with addenda held on October 16, 2008 were adopted.*

Special December Board Meeting

A Special Board meeting will be held on Monday, December 29, 2008 at 9:30 a.m. LeeAnn Biggs, Claudia Clark, Monty Korte and Josh Minkler will be able to attend. The purpose of this meeting is to approve end of the year appropriation transfers.

**Treasurer's Report**

November 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 November 2008, as reviewed and approved by the Library Director, audited by the Assistant Library Director and approved for payment by the Treasurer.*

Preliminary Draw of Property Tax

On November 12, 2008, the County Auditor presented the Library with a third check for partial disbursement of the property tax and excise tax owed to the Library for fiscal year 2008.

The outstanding unpaid balance of property and excise taxes is \$323,233.09 for the Operating Fund and \$238,067.71 for the Lease Rental Payment Fund.

Application for E-Rate Funds

The Board provided consent for staff to apply for E-Rate funds for telephone and Internet services.

**President's Report**

Meeting with Area Officials

Monty Korte attended the November 18 meeting. The December 16 meeting will be attended by Josh Minkler. Meetings are held in the ZCS Administrative Center and begin at 7:30 A.M.

Nominating/By-Laws Committee Report Due  
December 18, 2008

Claudia Clark, LeeAnn Biggs and Gayle Cox will check schedules and set up a time to review the By-Laws for updates and prepare a slate of officers for 2009 to be presented at the December 18 Board meeting.

Director's Annual Performance Review

The Board will meet to discuss the Director's Performance Review in an Executive Session at 7:00 p.m. on December 18, 2008. This will be a closed meeting and will immediately precede the regular Board meeting.

Board Appointment

Sandra Cha Sifferlen was appointed by the Boone County Commissioners to the Library Board effective January 1, 2009. She will replace Claudia Clark, whose term expires on December 31, 2008.

Bea Edwards was reappointed by the Zionsville Community School Board on November 10.

**Managers' Report**

Statistics

Rick Deuschle has been creating statistical reports on the Evergreen Indiana system. Staff is working with these reports to update the year to date Library statistics. This information will be e-mailed to Board members as soon as it is completed.

Agreement with Zionsville Community Schools for Teacher Cards

*Upon motion duly made by Josh Minkler, seconded by Claudia Clark and being unanimously adopted, the Board of Trustees authorized LeeAnn Biggs to sign the proposed agreement with ZCS for Teacher Cards for nonresident teachers, media specialists and classroom aides as long as any changes to the proposed agreement are minor and not of substance.*

Annual Meeting and Reports

The Annual Meeting and Reports will be held on March 19, 2009. This is the regular Board meeting date. Mary Rueff will look into possible locations as the Zionsville Fellowship Church is not available that evening. Mary will update the Board at the December meeting.

Circulation Policies Update

*Upon motion duly made by Monty Korte, seconded by Josh Minkler and being unanimously adopted, the Board of Trustees resolved to approve the update to the Circulation policies which raises the number of holds from 10 to 20.*

Library Foundation and Library Newsletter

The Grants Committee of the Foundation Board approved funding the newsletter for one year. They have recommended that the Library begin to look into less expensive ways to communicate the news about Library programs and services to the community.

The Library Board supports continuing to print and mail Library newsletters to cardholders and Zionsville residents. Staff will look at ways to determine what the customers would prefer. Some ways that have been suggested are: using surveys; signing up in the Library to receive the newsletter or possibly sending postcards with information on how to view the newsletter online.

#### Presentation on Child Safety and Privacy

Steve DeBrotta, Federal District Attorney, at the invitation of Board Member Josh Minkler presented information to the management staff on Child Safety and Privacy on November 17<sup>th</sup>. Rick Deuschle, Niles Ingalls and the management staff are looking at our exposure in this area on the Internet and will work on a plan for the Library, detailing how long it will take to implement a program and the cost.

The staff supports a policy to exclude computer and Internet use unless a customer has a card at this Library. That would mean they would have to live in our district or have purchased a PLAC card using their home library card.

#### Web Site Update

The update to the Library's website is close to being completed. Rick gave a brief presentation following adjournment of this meeting.

#### **Adjournment**

*Upon motion duly made by Claudia Clark, seconded by Gayle Cox and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:40 p.m.*

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Claudia Clark, Secretary

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