

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

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held December 18, 2008, and called to order at 7:35 p.m. All members of the Board of Trustees were present except Gayle Cox. Martha Catt, Director; Associate Directors Mary Rueff and Rick Deuschle; Sandra Cha Sifferlen; eight high school students and Cathy Hurst, Board Assistant were also present. LeeAnn Biggs, President, presided.

**Secretary's Report**

Minutes of November 20, 2008 Regular Meeting

*Upon motion duly made by Claudia Clark, seconded by Bea Edwards, and being unanimously approved, the minutes of the regular meeting with addenda held on November 20, 2008 were adopted.*

**Treasurer's Report**

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

Transfer to LIRF

A check for the budgeted transfer from the Operating Fund to Library Improvement Reserve Fund of \$67,619 was included in the December claims reviewed by the Treasurer.

Fund Transfers in 2008 Budgets

The fund transfers that need to be made prior to December 31, 2008, will be presented for Board action on Monday, December 29 at a special meeting beginning at 9:30 a.m. The following Board members will attend: LeeAnn Biggs, Claudia Clark, Monty Korte, Josh Minkler and Bea Edwards.

Board of Finance Meeting – January 2009

The Library Board is required to meet together as the Board of Finance in January each year. This is for the purpose of reviewing the investments and interest earnings from the previous fiscal year and reviewing the Library's investment policy. The Investment Policy has been updated and was included in this month's packet for the Board's review prior to the January 15, 2009 Board meeting.

## **COMMITTEE REPORTS**

### Personnel Committee

*Upon motion duly made by Josh Minkler, seconded by Bea Edwards and being unanimously adopted, the Board of Trustees resolved that the resolution adopted December 2002 by the Board of Trustees to use the Social Security Cost of Living adjustment for employee pay cease to have effect on December 18, 2008.*

*Upon motion duly made by Josh Minkler, seconded by Bea Edwards and being unanimously adopted, the Board of Trustees approved a 1% January Pay Adjustment effective on January 12, 2009.*

**Further**, the Board approved a 0.5% to 1.0% merit increase to be given employees on their designated annual review quarter.

The Board requested that the Director put this matter back on the Board agenda in September of 2009 so that the Board may revisit this topic to see if there have been any significant changes in the economy and funding for the Library.

*Upon motion duly made by Josh Minkler, seconded by Monty Korte and being unanimously adopted, the Board of Trustees resolved to change temporary adjustments in work assignment hours in Youth, Circulation and Technical Services to permanent ones effective January 1, 2009. The total cost for these assignments will fall in the range of \$12,000 to \$13,000.*

### Nominating/By-Laws Committee

The committee submitted the following slate for Board consideration:

#### Proposed Slate of Officers

LeeAnn Biggs, President  
Jeff Rolland, Vice President  
Monty Korte, Treasurer  
Josh Minkler, Secretary  
Bea Edwards, Assistant Treasurer  
Gayle Cox, Assistant Secretary  
Foundation Representatives: LeeAnn Biggs and Monty Korte

The President called for further nominations from the floor. There were none.

*Upon motion duly made by Claudia Clark and seconded by Jeff Rolland and being unanimously adopted, the Board of Trustees resolved that the nominations for officers be closed.*

*Upon motion duly made by Claudia Clark, the Board of Trustees resolved to elect the slate of nominees by acclamation.*

A bond will need to be secured for the newly elected Treasurer to conform to State regulations.

The Committee presented a proposed revision of the By-Laws for the Board's consideration at the January 15, 2009 meeting.

### Claudia Clark's Service on the Library Board

*Upon motion duly made by LeeAnn Biggs, seconded by Jeff Rolland, and being unanimously adopted, it was resolved that the Board of Trustees of the Hussey-Mayfield Memorial Public Library on the occasion of the retirement of Claudia Clark from the Board upon having served four years, recognizes Claudia's contributions through dedicated service. Claudia's interest and commitment in the Library has contributed to the Library in meeting the needs of the local taxpayers and residents in the delivery of a variety of successful public library services.*

## **President's Report**

### Meeting with Area Officials

Josh Minkler reported on the meeting held on December 16, 2008. . Meetings are held in the ZCS Administrative Center and begin at 7 A.M. The next meeting will be held on January 20, 2009. A Board member was not designated to attend.

### Treasurer's Stamp

*Upon motion duly made by Monty Korte, seconded by Claudia Clark and being unanimously adopted, the Board of Trustees authorized Bea Edwards or LeeAnn Biggs to use and/or authorize use of the Treasurer's stamp in the absence of the Treasurer during fiscal year 2009 to pay Library warrants.*

## **Manager's Report**

### Statistics

Staff has been able to update some of the year to date statistics with new reports produced by Rick Deuschle. These reports will continue to be refined to tap into the valuable data available through Evergreen.

Circulation has grown 4.9% in the past year to a year to date total of 455,823 (January through November.)

### Newsletter

The next issue of the Library newsletter will be mailed to all cardholders and 46077 addresses early in January. A new mailing list will be purchased for this mailing to capture new addresses. A preview copy of this issue was distributed to Board members.

### Security

Rick Deuschle updated the Board on new high resolution security cameras that will be purchased with a grant awarded by the Library Foundation.

## **Adjournment**

*Upon motion duly made by Josh Minkler, seconded by Jeff Rolland and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:30 p.m.*

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Claudia Clark, Secretary

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