

**BOARD OF TRUSTEES  
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
April 16, 2009**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held April 16, 2009, and called to order at 7:36 p.m. All members of the Board of Trustees were present except Sandy Sifferlen and Josh Minkler. Martha Catt, Director; Associate Directors Mary Rueff and Rick Deuschle and Cathy Hurst, Board Assistant were also present. Also in attendance were Shawn Parker, Circulation Services Department Head and Virginia Hilbert, Circulation Services Assistant Department Head. LeeAnn Biggs, President, presided.

**Secretary's Report**

Minutes of March 19 2009 Regular Meeting

*Upon motion duly made by Gayle Cox, seconded by Bea Edwards, and being unanimously approved, the minutes of the regular meeting with addenda held on March 19, 2009 were adopted.*

**Treasurer's Report**

April Claims

*Upon motion duly made by Monty Korte, seconded by Jeff Rolland, and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for April 2009, as reviewed and approved by the Library Director, audited by the Associate Library Director and approved for payment by the Treasurer.*

**Annual Service Reviews**

Circulation Services

Annual Service Reviews of CIRCULATION SERVICES featured a report by Shawn Parker and Virginia Hilbert. Circulation Services has nine staff members. Six of these staff members are new to the Library in the last 24 months. All members of the team are professional and public service oriented.

Because we were the first Indiana library to go live with the Evergreen Indiana Integrated Library System, Circulation Services took on the role of training support for staff and others. Circulation Services also was involved in the following projects during 2008:

- Heading up the Library's Relay for Life Team (Laura Henthorn and Casey Wentz)
- Integration of the first and second floor Circulation desks and more involvement with other departments
- Working on common policies and procedures in Evergreen Indiana, especially daily fines
- Food for Fines project – donations were made to Gleaners Food Pantry.

In addition to the above projects, Shawn and Virginia have attended a number of workshops dealing with customer service and staffing. Virginia has been working on publicity for the Library and many stories have appeared in the Indy Star, Zionsville Times Sentinel, ILF Focus, Lebanon Reporter and

Indy Child. Virginia plans to expand the Library's online presence in 2009. She has taken over as editor of the Library's online and print newsletters following Lee Greaves' retirement in early April.

Administration Services

The Library Director presented a summary of activities in 2008 via a Power Point presentation.

**President's Report**

Meeting with Area Officials

Meetings are held in the ZCS Administrative Center on the third Tuesday and begin at 7:30 A.M. Bea Edwards will attend the April 21<sup>st</sup> meeting. Gayle Cox will attend the May 19 meeting and LeeAnn Biggs will attend the June 16<sup>th</sup> meeting.

Library Foundation Board

The Foundation Board will meet on April 28, 2009 at 7:00 p.m. On the agenda will be the consideration of the following grant requests:

\$700 2009 Teen Summer Reading  
\$3,000 2009 Adult Summer Reading  
\$2,000 2009 Youth Services Summer Reading  
\$325 Volunteer Luncheon/Recognition

New Library Standards

On Monday, April 13, LeeAnn Biggs and Mary Rueff attended a meeting at the Plainfield Public Library on proposed library standards offered by the State Library. These standards will update the existing State standards for public libraries that have been in place since 1997.

**Committee Reports**

Personnel Committee

*Upon motion duly made by Bea Edwards, seconded by Jeff Rolland and being unanimously adopted, the Board of Trustees resolved that a pay adjustment of 1% be awarded to employees effective May 4, 2009 except those employees who have received a new job assignment or been hired since March 22, had their job grade changed and/or the employees who are already at the top of their grade on the current wage scale [January 2009].*

*Upon motion duly made by Bea Edwards, seconded by Gayle Cox, and being unanimously adopted, the Board of Trustees resolved to open and fill a temporary full-time position for a cataloger who will exclusively catalog the estimated 4,500 new books and media in our backlog for a period not to exceed 2,040 hours.*

*Upon motion duly made by Bea Edwards, seconded by Jeff Rolland, and being unanimously adopted, the Board of Trustees resolved to update the "Essential Duties and Responsibilities" as attached for use in the Library's job descriptions.*

*Upon motion duly made by Bea Edwards, seconded by Monty Korte, and being unanimously adopted, the Board of Trustees resolved to adopt a new pay scale as attached effective May 4, 2009.*

*Further, move the Custodian from grade 13 to grade 11 and the Senior Custodian from grade 10 to grade 8. Remove the part-time Summer Reading Clerk position from grade 12.*

## **Managers' Report**

### Statistics

The number of items our Library is loaning to other Evergreen Indiana (EI) libraries and the number our customers borrow from other EI libraries is steadily increasing as the customers become comfortable with the new system. Public Library Access Card loans by Hussey-Mayfield to PLAC holders are increasing.

### Quarterly Reports, 1<sup>st</sup> Quarter 2009

First Quarter updates to the Strategic Plan are attached.

### Legislative Update

The Director updated the Board on House Bill 1692. This bill would amend the Consumer Product Safety Improvement Act {CPSIA} to exempt ordinary books from the lead limit within the act. Unless House Bill 1692 is passed, library collections used by children across the United States will be negatively affected.

Contact: Steve Buyer

Indiana – 4<sup>th</sup>, Republican  
2230 Rayburn HOB  
Washington, DC 20515-1404  
Phone: (202) 225-5037

An email message can also be sent from: <https://writerep.house.gov/writerep/welcome.shtml>

### Sullivan Museum Cataloging Project

*Upon motion duly made by Gayle Cox, seconded by Bea Edwards, and being unanimously adopted, the Board of Trustees resolved to accept the contract for the Sullivan Museum cataloging project as presented.*

### National Library Week at the Library

This week is National Library Week and the staff celebrated National Library Workers' Day on Tuesday with a pizza party. Some of the pizzas for this event were donated by Amore's and the Staff Appreciation Committee purchased the balance. The Youth and the Teen/Adult Departments put together gift baskets; the customers could enter to win them.

The annual Volunteer Appreciation Luncheon will be held here at the Library on April 22 and will be hosted by the Staff Appreciation Committee.

### Library Logo Shirts

There will be an opportunity after the meeting for Board members to purchase a shirt with the Library's logo or bring a shirt to have embroidered with the logo.

### **Adjournment**

*Upon motion duly made by Gayle Cox, seconded by Jeff Rolland and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:55 p.m.*

---

Gayle Cox, Assistant Secretary

April 2009 Library Board: LeeAnn Biggs, Jeff Rolland, Bea Edwards, Monty Korte, Josh Minkler, Gayle Cox and Sandy Sifferlen