

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
December 16, 2010**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held December 16, 2010, and called to order at 7:32 p.m. All members of the Board of Trustees were present except Jeff Rolland. Also present were Executive Director Jake Spear, Associate Director Rick Deuschle, and Cathy Hurst, Board Assistant. LeeAnn Biggs, President, presided.

Secretary's Report

Minutes of November 18, 2010 Regular Meeting

Upon motion duly made by Gayle Cox, seconded by Bea Edwards, and being unanimously approved, minutes of the regular meeting with addenda held November 18, 2010 were adopted.

Treasurer's Report

December Claims

Upon motion duly made by Monty Korte, seconded by Sandy Sifferlen and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for December 2010, as reviewed and approved by the Executive Director and audited by the Assistant Library Director and approved for payment by the Treasurer.

Fund Appropriation Transfers in 2010 Budget

The fund transfers that need to be made prior to December 31, 2010, will be made on Wednesday, December 29 at a special meeting of the Board beginning at 10:00 a.m. instead of 9:30 a.m. as noted last month.

December Lease Rental Payment

Upon motion duly made by Monty Korte, seconded by Gayle Cox, and being unanimously adopted, the Board of Trustees authorized and directed the semiannual payment of the lease on December 30, 2010 in the amount of \$141,000 [2002 Bond Refinance of 1993 Bonds] plus \$127,500 [2004 Bonds] for a combined total of \$268,500.

Upon further motion by Monty Korte with a second by Sandy Sifferlen, and being unanimously adopted, if the December draw of the property and excise tax does not arrive from the County Auditor prior to December 30, the Board of Trustees authorizes the borrowing of up to \$57,000 from the Undesignated Fund in order to make the Lease Rental payment by December 30, 2010.

Board of Finance Meeting – January 2011

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 for reviewing the Library's investment policy. It was decided to hold the Board of Finance meeting immediately following the regularly scheduled Board meeting on January 20th.

Nominating/By-Laws Committee

The Committee submitted the following slate for Board consideration:

Proposed Slate of Officers

LeeAnn Biggs, President
Josh Minkler, Vice President
Monty Korte, Treasurer
Sandy Sifferlen, Secretary
Bea Edwards, Assistant Treasurer
Gayle Cox, Assistant Secretary

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

Upon motion duly made by Bea Edwards, seconded by Gayle Cox and being unanimously adopted, the Board of Trustees resolved to elect the slate of nominees by acclamation.

A bond will be secured for Monty Korte, Treasurer, which will be filed at the County Courthouse.

Upon the Director's recommendation, no changes will be necessary this year for the Board's By-Laws.

Treasurer's Stamp

Upon motion duly made by Monty Korte, seconded by Bea Edwards 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 2011 to pay Library warrants.

President's Report

Meeting with Area Officials

Bea Edwards will attend the January 18, 2011 meeting at 7:30 a.m. The meeting will be held at the Zionsville Town Hall.

Reappointments

LeeAnn Biggs was reappointed by the Boone County Commissioners in September for a four year term. Monty Korte was also reappointed for a four year term by the Zionsville Community Schools in November. Each term starts January 1, 2011.

Director's Report

November Statistics

In November 2010, 40,289 items circulated. This is nearly a 12% increase over November 2009. The door count of 21,474 was the highest recorded for the month of November. Program attendance increased by 200 compared to November 2009. In 2009 the Library held 81 programs in the month of November and this year 82 programs were held.

2011 Budget (1782 Notice)

The 1782 Notice from the Department of Local Government Finance has been received and the Library's approved budget was reduced due to a reduction in projected revenues. After the 2010 budget is closed out and the excess is re-appropriated in January 2011, management staff will have a better idea of where the budget stands and what actions will be necessary including potential cuts.

Evergreen Indiana

Upon motion duly made by Josh Minkler, seconded by Sandy Sifferlen and being unanimously adopted, the Board of Trustees authorized Evergreen Indiana libraries (including the Indiana State Library) to accept payments for fees and fines on behalf of the Hussey-Mayfield Memorial Public Library.

WHEREAS, I.C. 36-12-3-18 provides that a library board may authorize others to collect, on the library's behalf, money or property owed to the library; and

WHEREAS, providing a mechanism by which library patrons may pay for Library fines or fees at various Evergreen Indiana public libraries, or the Indiana State Library, is consistent with the Library's efforts to meet the needs of the public; and

WHEREAS, the Indiana State Library offers a service to Evergreen Indiana libraries that provides for the collection and redistribution of fines and fees.

NOW THEREFORE BE IT RESOLVED, that, pursuant to the provisions of I.C. 36-12-3-18, any Evergreen Indiana public library, and the Indiana State Library, is authorized to collect payments including, but not limited to, credit card payments owed to the Library; and

BE IT FURTHER RESOLVED, that all payments collected by Evergreen Indiana libraries on behalf of the Library will be submitted to the Indiana State Library and that the Indiana State Library will distribute to the Library on a quarterly basis, via electronic funds transfer, all payments collected on behalf of and owed to the Library; and

BE IT FURTHER RESOLVED, that the Library acknowledges that Evergreen Indiana libraries, including the Indiana State Library, are not debt collectors and will not be contacting patrons or making proactive collection efforts on behalf of the Library.

Holiday Stroll Update

The 2010 Holiday Stroll had a tremendous attendance on December 4 and 5. Attendees were able to listen to live music, attend magic shows, participate in craft projects and enjoy holiday treats. The door count for the weekend (2,273) was higher than last year's Holiday Stroll door count.

The Director would like to evaluate the impact of the Holiday Stroll weekend in terms of staff hours worked in preparation for the weekend event and will report to the Board at a future date and make a recommendation as to future involvement in the Holiday Stroll event.

The VIP event for special needs individuals was held on Friday, December 10 and over 400 people attended.

Security Gate Procedure

The security gate procedure that staff follows when the alarm sounds has been updated and the changes were discussed.

Technology Courses

Changes are being made to the way technology classes are offered in an attempt to increase the attendance at the Library's technology classes. Microsoft Word, Excel and PowerPoint classes will be taught by Library staff and there will be no charge to customers. A social media class that covers blogging twitter and Facebook will be developed and presented by Michael Starks. The Library is also working with the Boone County Learning Network to host classes on finding a job and writing successful resumes and cover letters.

Adjournment

Upon motion duly made by Monty Korte, seconded by Bea Edwards and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:08 p.m.

Josh Minkler, Secretary

December 2010 Library Board: LeeAnn Biggs, Jeff Rolland, Monty Korte, Bea Edwards, Josh Minkler, Gayle Cox and Sandy Sifferlen