

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
REGULAR MEETING
September 15, 2011**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held September 15, 2011, and called to order at 7:34 p.m. All members of the Board of Trustees were present except Josh Minkler and Monty Korte. Also present were Director Jacob Speer, Associate Director Mary Rueff and Cathy Hurst, Board Assistant. Gene Thompson, member of the Boone County Council, was also present. LeeAnn Biggs, President, presided.

Secretary's Report

Minutes of August 18, 2011 Regular Meeting

Upon motion duly made by Sandy Sifferlen, seconded by Jeff Rolland, and being unanimously approved, minutes of the regular meeting held on August 18th, 2011 were adopted as corrected.

Treasurer's Report

September Claims

Upon motion duly made by Jeff Rolland, seconded by Sandy Sifferlen and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for September 2011, as reviewed, audited and approved by the Library Director and audited by the Assistant Library Director and approved for payment by the Treasurer.

2012-2013 E-Rate

Upon motion duly made by Sandy Sifferlen, seconded by Gayle Cox and being unanimously approved, the Board of Trustees resolved to direct the Board President to sign Form 479 and authorization form for filing E-Rate on behalf of the Hussey-Mayfield Memorial Public Library.

Upon motion duly made by Sandy Sifferlen, seconded by Jeff Rolland and being unanimously approved, the Board of Trustees approved the following resolution:

Whereas, the Hussey-Mayfield Memorial Public Library Board of Trustees desires the Library to be part of the Indiana State library Consortium for Public Library Internet Access; and Whereas, the Hussey-Mayfield Memorial Public Library Board of Trustees agrees to follow all the rules of being part of the Indiana State Library Consortium for Public Library Internet Access including:

- 1. Filters all computers and receives the e-rate discount on vendor invoices. If Library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from State Technology Grant Fund.*
- 2. Include total cost of non e-rate services in one or more fund budgets.*
- 3. Assume financial responsibility for non-e-rate portion that may not be covered by State Technology Grant Fund.*
- 4. Work with AdTec in the filing of all forms, except Form 470 with Schools & Libraries Division.*

Therefore, the Hussey-Mayfield Memorial Public Library Board of Trustees passes this resolution at this meeting and agrees to all the terms of the Indiana State Library Consortium for Public Library Internet Access.

Committee Report

Personnel Committee

*Upon motion duly made by Sandy Sifferlen, seconded by Gayle Cox, the Board of Trustees resolved to change the wording for the description of **part-time** in the Employee Handbook from "less than 30 hours" to "30 hours or less."*

It was noted that some employees are reaching or have reached the top of the pay scale for their position. Employees are eligible to receive raises beyond the top of the pay scale but there is a need to review the current pay scale and possibly make changes. The Director will begin collecting data for the Personnel Committee to compare the Library's pay scales to other similar situated libraries.

Managers' Report

Statistics

Attendance at programs was up 32% in August compared to 2010 with 1,050 attendees. The library circulated 127 fewer items compared to last year and the door count down 858. Attendance at programs, circulation and the door count are all on track to surpass the 2010 numbers.

2012-2015 Strategic Plan

The Administration and Department Heads still have some work to complete on the objectives for the Library's Strategic Plan. A draft of the complete plan will be presented to the Board for review at the October Board meeting.

Friends of the Library

The Friends of the Library will meet on September 21 and will consider grant requests from the staff at that time. The book sale is scheduled for Friday, September 30 through Sunday, October 2, 2011.

Building and Grounds Update

Cintas will be cleaning the carpet in the public areas on the night of October 12. They will return in May to clean the carpet again and then we will be on an annual schedule for cleaning. Eagle Creek Nursery will be trimming some trees and moving some plants on the property during the month of October.

Barthuly Irrigation has found some areas in the sprinkler system that need repair. This is most likely the cause of the large water bill, but we will continue to monitor this issue.

Fall Festival Parade and Booth

Mary Rueff reported that Zionsville's Fall Festival parade was the big kick-off for the Geek the Library campaign. Library staff also manned a booth at Lyon's Park during the Festival to showcase the Library through this public awareness campaign. Almost 600 people stopped by the booth to write what they geek on the display boards, meet local celebrities and receive balloons, tattoos, pens, and stickers.

Other Matters

Gene Thompson thanked the Director for attending the Boone County Council meeting and answering questions for the Council on the proposed 2012 Budget.

Adjournment

Upon motion duly made by Bea Edwards, seconded by Gayle Cox and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:15 p.m.

Sandy Sifferlen, Secretary

September 2011 Library Board: LeeAnn Biggs, Jeff Rolland, Monty Korte, Bea Edwards, Josh Minkler, Gayle Cox and Sandy Sifferlen