

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

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held December 15, 2011, and called to order at 7:30 p.m. All members of the Board of Trustees were present except Josh Minkler. Also present were Executive Director Jake Speer, Associate Director Mary Rueff, Cathy Hurst, Board Assistant. Bea Edwards and Becky Hill also were in attendance. LeeAnn Biggs, President, presided.

**Secretary's Report**

Minutes of November 17, 2011 Regular Meeting

*Upon motion duly made by Gayle Cox, seconded by Jeff Rolland, and being unanimously approved, minutes of the regular meeting with addenda held November 17, 2011 were adopted.*

**President's Report**

Retiring Library Board Members

Board President LeeAnn Biggs thanked Bea Edwards and Jeff Rolland for their service and dedication to the Hussey-Mayfield Memorial Public Library. She presented them each with a framed picture of the Library.

**Treasurer's Report**

December Claims

*Upon motion duly made by Monty Korte, seconded by Gayle Cox and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for December 2011, 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, 2011, will be made on Thursday, December 29 at a special meeting of the Board beginning at 9:00 a.m. the Lora Hussey Room.

December Lease Rental Payment

*Upon motion duly made by Monty Korte, seconded by Jeff Rolland, and being unanimously adopted, the Board of Trustees authorized and directed the semiannual payment of the lease on December 29, 2011 in the amount of \$141,000 [2002 Bond Refinance of 1993 Bonds] plus \$127,500 [2004 Bonds] for a combined total of \$268,500.*

*Further, if the December draw of the property and excise tax does not arrive from the County Auditor prior to December 29, the Board of Trustees authorizes the borrowing of up to \$102,000 from the Undesignated Fund in order to make the Lease Rental payment by December 29, 2011*

Resolution to Establish a Pass-Through Fund

*Upon motion duly made by Monty Korte, seconded by Sandy Sifferlen, and being unanimously adopted, the Board of Trustees of the Hussey-Mayfield Memorial Public Library authorized the following resolution:*

**Whereas**, the Hussey-Mayfield Memorial Public Library collects and disburses certain funds that are not revenue for the Library; and

**Whereas**, the Library needs to establish a Pass-Through Fund to which such funds can be deposited and from which such funds can be disbursed pursuant to any applicable law, regulation, or lawful agreement;

**And now therefore be it resolved**, that a Pass-Through Fund is hereby established for the above stated purpose.

#### Board of Finance Meeting – January 2012

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 19<sup>th</sup>, 2012.

#### **Nominating/By-Laws Committee**

The Committee submitted the following slate for Board consideration:

##### Proposed Slate of Officers for 2012

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

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

*Upon motion duly made by Gayle Cox, seconded by Sandy Sifferlen 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 Jeff Rolland and being unanimously adopted, the Board of Trustees authorized Gayle Cox or LeeAnn Biggs to use and/or authorize use of the Treasurer's stamp in the absence of the Treasurer during fiscal year 2012 to pay Library warrants.*

#### **Policy Committee**

*Upon motion duly made by Sandy Sifferlen, seconded by Gayle Cox and being unanimously adopted, the Board of Trustees approved the amended 2012 Holiday Closings to include the Sunday between Christmas and New Year's Day.*

#### **Manager's Report**

Strategic Plan

*Upon motion duly made by Gayle Cox, seconded by Jeff Rolland and being unanimously adopted, the Board of Trustees resolved to adopt the 2012-2014 Library Strategic Plan as amended.*

#### Holiday Stroll and VIP Event Update

Mary Rueff reported that the Library had outstanding attendance for the 2011 Holiday Stroll. Those who attended were treated to live music, a magic and puppet show, craft projects, a model train, photo-op in front of the Library and holiday snacks. The Friends held a holiday boutique over the Holiday Stroll weekend and earned \$1,098.62.

The VIP event for special needs individuals was held on Friday, December 9 from 6-8 pm and between 350 and 400 people attended.

#### Hosting ILF District 4 Conference

The President of the Indiana Library Federation has approached the Library about hosting the ILF District 4 Conference on Tuesday, May 15<sup>th</sup>, 2012. If the Library hosts this event, the Board would like the Library to open in the evening. The Director will meet with ILF staff and present more information to the Board at the January meeting.

#### Super Bowl Weekend

The Board asked if the local Super Bowl committee could incorporate the Library into the activities planned in Zionsville. The Director will contact the committee and advise the Board.

#### **Adjournment**

*Upon motion duly made by Sandy Sifferlen, seconded by Gayle Cox and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:26 p.m.*

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Sandy Sifferlen, Secretary

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