

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
SPECIAL MEETING
December 29, 2003**

A special meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held December 29, 2003, beginning at 6:40 p.m. All members of the Board of Trustees were present except Steve Caltrider and Mike Zeller. Martha Catt, Director was also present. Tim Fisher, Vice-President, presided.

Personnel Committee

Adoption of Revised Pay Schedule and Ranges

LeeAnn Biggs, member of the Personnel Committee, reviewed various recommendations from the Committee related to pay and wage levels. The Personnel Committee had previously met twice to review the consultant's recommendations and the staff's plan for implementation.

The Key Points from the Consultant's Report

- ❑ The existing pay structure provides for "limited advancement opportunities" and does not provide "much flexibility in the administration of pay levels."
- ❑ Various tools and sources were used to get a sense of the current market levels for pay that would be translated into an updated pay schedule for the Library.
- ❑ It was recommended to generate a revised set of range widths offering a wider range in higher-level positions. The range widths vary from 25% to 60% differences. Wider ranges were applied to about half of the steps.
- ❑ "Pay structures are generally a blend of the external market and an organization's internal hierarchy."
- ❑ "Only one existing position fell seriously below the minimum pay proposed."
- ❑ Administration of the pay structure will need to change with the proposed plan since the Director has been given "more flexibility in pay management issues." The new plan allows the Director to grant merit increases that better reflect the employee's performance.
- ❑ Conclusion: "The results of our study certainly support that the Library has done a good job heretofore of keeping pace with the market but was simply restricted by the step design of the current system. We feel the proposed ranges appropriately represent where pay levels for the various positions should be while keeping competitive in the market. Finally we know this more traditional structure design will provide the Library with more flexibility in managing pay levels."

Upon ***motion duly made*** by LeeAnn Biggs, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees resolved to implement a revised wage range as presented in Exhibit D effective with pay awarded for work beginning January 5. This will include making wage level changes in all job descriptions.

Director's note: The single position set apart by the consultant, as being under market will be raised to be within the range on the new pay scale.

Authorization of Merit Increases for Staff in 2003

Upon ***motion duly made*** by LeeAnn Biggs, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees resolved to authorize the Library Director to award up to 2.2% of the wage budget in 2004 for merit increases using a range of 0 to 3% in 2004. The amount available for merit adjustments in 2004 totals approximately \$17,400.

Director's Annual Performance Review and Salary Increase

Upon ***motion duly made*** by LeeAnn Biggs, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees approved the Library Director's Salary with a cost of living adjustment of 2.1% and a merit raise of 3% for 2004.

Treasurer's Report

December Claims

Upon ***motion duly made*** by Lisa Hull, seconded by LeeAnn Biggs, and unanimously adopted, the Board of Trustees authorized and directed payment of the outstanding claim for a Tumblebooks subscription, as reviewed and approved by the Library Director and Assistant Director and audited and approved for payment by the Treasurer.

Transfer from Operating Fund to Library Improvement Reserve Fund

Upon ***motion duly made*** by Lisa Hull, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees authorized and directed a transfer of \$709,976 from appropriation 10-3935/Operating Fund to the Library Improvement Reserve Fund.

Transfers to Balance Operating Fund Appropriations

Upon ***motion duly made*** by Lisa Hull, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees resolved that the additional amounts set forth in Exhibit A and Exhibit B, attached hereto and made a part hereof, are appropriated and set apart from the fund designated within the Operating Fund, subject to applicable law; and Resolved further, that since certain existing appropriations now have unobligated balances that will not be needed for the purposes for which appropriated, the existing appropriations within the Operating Fund as outlined on Exhibit A and Exhibit B shall be reduced by the respective amounts shown.

2004 Budget Breakdown by Appropriation Numbers

*Upon **motion duly made** by Lisa Hull, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees resolved that the 2004 Operating Fund appropriation delineation as presented in Exhibit C be approved.*

Request for a Third Advance Draw

*Upon **motion duly made** by Lisa Hull, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees resolved to request an advance draw of available funds from the County Auditor and County Treasurer and to deliver the request December 30, 2003.*

Lease Rental Payment –
December 31, 2003

The semiannual payment of the lease will occur during the last week of December and will be in the amount of \$141,000.

The lease payment due dates made by the Library to the Leasing Corporation were changed to January 5 and July 5 beginning in 2003. However, National City Bank has not updated their billing records so they billed us for payment in December.

The Board took the following action in **April 2003**:

*Upon **motion duly made** by Lisa Hull, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees resolved to transfer up to \$58,000 on June 16, 2003 from the Library Improvement Reserve Fund [LIRF] to the Lease Rental Payment Fund until such time that property tax revenue income to the Lease Rental Payment Fund is sufficient to repay LIRF the borrowed amount and before December 31, 2003.*

Further, we believe that an emergency exists due to the delay in collection of May property taxes due to activities related to reassessment.

Further, that a copy of the Board approved minutes of the April 21, 2003 Board meeting containing this resolution will be forwarded by the Library Director to the State Board of Accounts and to the Department of Local Government Finance.

Due to the shortfall of property tax funds distribution, the Board will need to reauthorize the June 16, 2003 loan. In addition the Board will need to authorize a 2nd loan from LIRF to the Lease Rental Payment Fund in the amount of \$44,100. **This will bring the loan total to \$102,100.**

*Upon **motion duly made** by Lisa Hull, seconded by Ken Kuper, and unanimously adopted, the Board of Trustees resolved that an emergency exists due to the further delay in collection of May and November property taxes due to activities related to*

reassessment of library district property. This delay has resulted in a delay in the collection of the approved levy and excise tax for the Lease Rental Payment Fund during 2003.

To date the Library has received a total of \$70,221 in property, excise and CVET taxes from the Auditor for the Lease Rental Payment Fund. The semiannual lease payments are \$141,000 each.

Since the funds available are not presently sufficient to

- 1. Repay the June 16, 2003 loan of \$58,000 from LIRF to LRPF and*
- 2. To make the 2nd semiannual lease payment of \$141,000*

The Library Board finds it necessary to make a second loan of \$44,100 from LIRF to LRPF with repayment to be made by June 30, 2004. It is also necessary to extend repayment of the June 2003 loan to June 30, 2004 from December 31, 2003.

Further, that a copy of the Board approved minutes of the December 29, 2003 Special Board meeting containing this resolution will be forwarded by the Library Director to the State Board of Accounts and to the Department of Local Government Finance.

Adjournment

Upon motion duly made by Lisa Hull, seconded by Ken Kuper, and unanimously adopted, it was resolved that there being no further business, the meeting adjourn at 6:50 p.m.

Matt Price, Assistant Secretary

December 2003 Library Board: Steve Caltrider, Tim Fisher, Lisa Hull, Mike Zeller, Ken Kuper, Matt Price, and LeeAnn Biggs