

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
SPECIAL MEETING
December 27, 2004**

A special meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held December 27, 2004, beginning at 6:30 p.m. All members of the Board of Trustees were present except Steve Caltrider, Matt Price and Jeff Rolland. Martha Catt, Director was also present. Tim Fisher, Vice-President, presided.

Treasurer's Report

Transfer from Operating Fund to
Library Improvement Reserve Fund

*Upon **motion duly made** by Lisa Hull, seconded by LeeAnn Biggs, and unanimously adopted, the Board of Trustees authorized and directed a transfer of \$75,000 from appropriation 10-3935/Operating Fund to the Library Improvement Reserve Fund.*

Transfers to Balance Appropriations in the Operating and the Library
Improvement Reserve Funds

*Upon **motion duly made** by Lisa Hull, seconded by Mike Zeller, 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.*

*Upon **motion duly made** by Lisa Hull, seconded by LeeAnn Biggs, and unanimously adopted, the Board of Trustees resolved that the additional amounts set forth in Exhibit E, attached hereto and made a part hereof, are appropriated and set apart from the fund designated within the Library Improvement Reserve 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 Library Improvement Reserve Fund as outlined on Exhibit E shall be reduced by the respective amounts shown.*

2005 Budget Breakdown by Appropriation Numbers

*Upon **motion duly made** by Lisa Hull, seconded by Mike Zeller, and unanimously adopted, the Board of Trustees resolved that the 2005 Operating Fund appropriation delineation as presented in Exhibit C be approved.*

Lease Rental Payment –
January 5, 2005

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

*Upon **motion duly made** by Lisa Hull, seconded by LeeAnn Biggs, and unanimously adopted, the Board of Trustees authorized and directed that the semiannual payment of the lease be paid in the amount of \$141,000 from the Lease Rental Payment Fund on or before the due date.*

The fall distribution of property and excise taxes has been delayed due to errors made in the Treasurer's office in processing the figures for the Auditor. If the distribution is made yet in 2004 to the Library, there will be sufficient funds to repay an outstanding loan from the Lease Rental Payment Fund to the Library Improvement Reserve Fund in the amount of \$58,631.

*Upon **motion duly made** by Lisa Hull, seconded by Mike Zeller, and unanimously adopted, the Board authorized and directed the Treasurer to repay \$58,631 from the Lease Rental Payment Fund to the Library Improvement Reserve Fund upon receipt of the fall property and excise tax distribution.*

Personnel Committee

Adoption of 2005 Pay Schedule

*Upon **motion duly made** by Lisa Hull, seconded by Mike Zeller, and unanimously adopted the Board resolved to implement an updated pay schedule reflecting 2.7% cost of living increase as presented in Exhibit D effective with pay awarded for work beginning January 3, 2005.*

Authorization of Merit Increases for Staff in 2005

Upon **motion duly made** by Lisa Hull, seconded by LeeAnn Biggs, and unanimously adopted, the Board of Trustees resolved to authorize the Library Director to award merit increases in 2005 using a range of 0 to 1.5%.

Adjournment

*Upon **motion duly made** by LeeAnn Biggs, seconded by Lisa Hull, and unanimously adopted, it was resolved that there being no further business, the meeting adjourn at 6:40 p.m.*

Mike Zeller, Secretary

December 2004 Library Board: Steve Caltrider, Tim Fisher, Lisa Hull, Mike Zeller, Jeff Rolland, Matt Price, and LeeAnn Biggs

