

**BOARD OF TRUSTEES
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY
MINUTES
SPECIAL MEETING
December 27, 2005**

A special meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held December 27, 2005, beginning at 10:10 a.m. All members of the Board of Trustees were present except Steve Caltrider, Matt Price and Tim Fisher. Martha Catt, Director, and Mary Rueff, Assistant Director was also present. Lisa Hull, Treasurer, presided.

Treasurer's Report

Transfers to Balance Appropriations in various Library Funds

*Upon **motion duly made** by LeeAnn Biggs, seconded by Claudia Clark, 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 Resolve 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 LeeAnn Biggs, seconded by Claudia Clark, and unanimously adopted, the Board of Trustees resolved that the additional amounts set forth in Exhibit C/D, 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.*

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

*Upon **motion duly made** by LeeAnn Biggs, seconded by Claudia Clark, and unanimously adopted, the Board of Trustees resolved that the additional amounts set forth in Exhibit G/H, attached hereto and made a part hereof, are appropriated and set apart from the fund designated within the Construction 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 Construction Fund as outlined on Exhibit G/H shall be reduced by the respective amounts shown.

Lease Rental Payments

The semiannual payment of the 2002 lease will occur during the last week of December 2005 in the amount of \$141,000 and the payment of the 2004 lease will be made during the first week of January and will be in the amount of \$127,500.

*Upon **motion duly made** by LeeAnn Biggs, seconded by Claudia Clark, and unanimously adopted, the Board of Trustees authorized and directed that the semiannual payment of the 2002 lease be paid in the amount of \$141,000 from the Lease Rental Payment Fund on or before the due date.*

*Upon **motion duly made** by LeeAnn Biggs, seconded by Claudia Clark, and unanimously adopted, the Board of Trustees authorized and directed that the semiannual payment of the 2004 lease be paid in the amount of \$127,500 from the Lease Rental Payment Fund on January 3, 2006.*

*Upon **motion duly made** by Lisa Hull, seconded by Jeff Rolland, and unanimously adopted, the Board of Trustees authorized and directed the Treasurer to borrow funds from the Undesignated Fund to do the following: 1) Borrow up to \$7,000 for the Operating Fund so the account will balance in the black on December 31, 2005 and 2) Borrow up to \$63,000 for the Lease Rental Payment Fund so the account will balance in the black on December 31, 2005 following the payment of the 2002 bonds.*

Note: Prior to noon on the date of this meeting but after the Board met, the Auditor's office called to advise that the property and excise check was ready for the Library to pick up. Hence this action will not be necessary to balance the Library funds by December 31, 2005. However, a loan will still need to be authorized by the Board in January in order to cover the 2004 bond payment of \$127,500 since there are not sufficient funds in the Lease Rental Payment Fund for this transaction. The 2004 bond payment will be made on January 3, 2006. Subsequent payments will also be made for these bonds in June and December 2006. Sufficient funds will be collected in 2006 to cover three 2004 bond payments and two 2002 bond payments or a total of \$664,500. In 2007 and subsequent years, there will only be two bond payments made for each the 2002 and the 2004 bonds.

Personnel Committee

Director's Pay

*Upon **motion duly made** by Claudia Clark, seconded by LeeAnn Biggs, and unanimously adopted the Board resolved to approve the Library Director's 2006 salary with a cost of living adjustment of 4% and a merit raise of 1% effective January 2, 2006.*

Adjournment

Upon motion duly made by LeeAnn Biggs, seconded by Jeff Rolland, and unanimously adopted, it was resolved that there being no further business, the meeting adjourn at 10:15 a.m.

Jeff Rolland, Secretary

December 2005 Library Board: Steve Caltrider, Tim Fisher, Lisa Hull, Claudia Clark, Jeff Rolland, Matt Price, and LeeAnn Biggs