

MINUTES
BARTHOLOMEW COUNTY PUBLIC LIBRARY
Board of Trustees Meeting
12:00 p.m. Library Red Room
December 19, 2003

Call to Order

The meeting was called to order by President Nedra Spinks.

Present: Marvin Finke, Gayle Loesch, Gladys Simmons, Nedra Spinks, Beth Stroh and Russell Taylor.
Library staff: Beth Poor, Director, Teresa Reynolds, Business Manager, Tom Bigley, Library Attorney
Absent: Pam Lienhoop

Financial Report

A. Approval of Claims. Finke moved and Taylor seconded that claims 2125 through 2250 in the amount of \$ 242,032.09 be approved. Motion carried unanimously.

Director's Report

A. Annual Report. Booth Poor asked for input about the "Annual Report". The Board indicated that a report to the Board would be appropriate initially. If it appears that the report would be beneficial and interesting to the public, we will consider publishing it.

B. Packet Materials. Booth Poor noted that the packets include the 2004 Meeting Schedule and a more complete listing of estimated wages and salaries for staff.

Unfinished Business

A. Hope Flag. The flag should be delivered soon.

New Business/Action Items

A. Review of Obligations of 2003 Monies. Booth Poor reviewed the outstanding obligations to be paid from 2003 monies when the goods/services are delivered. The total of obligations is \$238,296.26. These obligated payments require Trustees action through approval of transfers within accounts.

B. Approval of Transfers. The staff recommended transfers within the Operating Fund of \$109,336 from a variety of accounts to 1) Printing & Advertising and 2) Repairs and Maintenance. Stroh moved approval of the transfers of funds. Simmons seconded. The motion passed unanimously.

The staff recommends transfers of:

\$13,628 from Personal Services & Supplies (Salary & Supplies) to Other Services & Charges (Repairs & Maintenance)

\$208,887 from Personal Services (Salary, Wages, Personal Services & Benefits) to Capital Outlays (Furniture, Equipment, Books & Periodicals)

Loesch moved approval of the resolution as read. Taylor seconded. The motion passed unanimously. We will explore what happens to the money that is not spent after all bills are paid and obligations are met. We believe that the report of cash on hand may influence the appropriation for the following year.

Adjournment

There being no further business to come before the board the meeting was adjourned at 12:45 p.m.

Nedra Spinks, President

Beth Stroh, Secretary