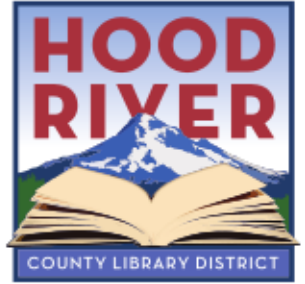


**Budget Committee
Meeting Minutes**

Tuesday, May 10, 2017, 6.00p
Jean Marie Gaulke Meeting Room
502 State St, Hood River
Committee Chair: John Schoppert
Budget officer: Rachael Fox



Present: Rachael Fox (staff), Jen Bayer, Karen Bureker, Monica Zorza Hockett (phone), Lani Roberts, John Schoppert, Jean Sheppard

I. Nomination and election of Chair

Board Vice President Schoppert called the meeting to order at 6.05p. Bureker nominated Schoppert to serve as Committee Chair. Bayer seconded. The motion carried unanimously.

II. Additions/deletions from the agenda (ACTION)

Schoppert

Burker moved to approve the agenda as presented. Sheppard seconded. The motion carried unanimously.

III. Conflicts or potential conflicts of interest

Schoppert

None stated.

IV. Budget message

Fox

Fox reviewed the budget message from the meeting packet.

V. Presentation of proposed budget

Fox

i. General Fund

Fox reviewed the different funds of the proposed budget.

Sheppard asked how much had been spent from the building maintenance. Fox stated \$5,379 through March 31, 2017. Bureker asked where the snow removal was attributed. Fox stated, the Georgiana Smith Gardens line item, which will be over budget due to tree and snow removal. Bureker asked if the HVAC would also be over budget in the line amount. Fox stated, it would due to the heating issues this winter.

Roberts asked what the miscellaneous category included. Fox stated it was for any expenses which didn't fit into other categories. The reason why it's over budget this year, was due to the Director candidates airfare, hotel and some expenses associated with the search process. Sheppard stated we have funds for training and travel. Fox stated attributes staff expenses to those line items. Bayer asked where the conference fees are placed. Fox stated she places them in the training line item.

Fox stated the Cascade Locks rent for the school is budgeted at 6 months, instead of a full year. Bayer said she did not think it would work to raise all the funds for the Cascade Locks Branch in six months. Fox stated the District could not use funds from the Capital Equipment reserve fund. Bayer asked could not or should not. Fox corrected herself and said the District should not to prepare for upcoming capital expenses at the Hood River branch. Fox said she had a plan to address the branch remodels but had not discussed it with the District Board yet. Bayer said it would make sense to remodel the Parkdale branch and then the District would know how much money they have left from the Feast of

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Words 2014 fundraiser for the branches. Bayer said Cascade Locks could be the focus of Feast of Words 2018. Fox stated she would like to remodel Parkdale in October 2017 and then had hoped the Library Foundation could focus on Feast of Words 2018 fundraiser on Cascade Locks Branch. Fox stated she was happy to hear Bayer thought the same way. Fox stated if we used the architect and continued with the original plan for Cascade Locks, it might cost around \$100,000 but she did not think it was a good idea. Many committee members agreed and said we could do a simple remodel with paint, new furniture, repurpose some shelving and purchase the remaining shelving. Fox also stated she would work on grants.

Sheppard asked when the volunteer parking reimbursement would start. Fox stated July 1, 2017. Roberts asked would meeting attendance be included. Fox stated she thought yes and perhaps other volunteer groups who attend meetings. Several members stated they did not think meetings or Board reimbursement should be included. Fox stated she did not agree and only those who are volunteering in the facility doing actual duties will be reimbursed. Fox stated there would be cash on hand and she has worked out a tracking system with the District auditors.

Fox stated she would like to promote the Clerk I position, (currently 12 hours per week, \$7,000 per year in salary) to Clerk II which would eliminate the need to dramatically increase all salaries due to the wage compression caused by the minimum wage increase. This can happen next fiscal year. Sheppard stated that sounded like a good solution and if needed, Clerk II wage can be raised to make sure we are complying with Oregon law and wage compression could be addressed later. Sheppard also said we can look at reducing benefits to employee only and then staff might like to have higher salaries. Bureker stated we just need to make sure the excess funds are not needed elsewhere. Sheppard stated the District offers rich benefits and perhaps we should look at what other employers pay in the area and benefits they offer. Fox stated District Board President Sara Snyder also mentioned doing a salary analysis of the local area and it would be beneficial to also explore benefit coverage, too. Bureker stated we might need to go out for a levy in the future, so it's something to keep in minds because it usually is a two year process.

ii. Capital Equipment Reserve Fund

Fox noted the proposed projects for the Capital Equipment Reserve Fund: replacing the Oak Street sidewalk at Hood River, repairing the Stone Wall between District and Stoltz property, and repairing the grade in the sidewalk area outside the children's library.

iii. Grants Fund

Fox said that the Grants Fund is an aspirational fund, as it's budgeted for several grants for various projects. If the grants are not received, the funds won't be spent.

iv. Sage Library System Fund

The District used this fund to employ a staff member, the Sage Systems Librarian, who actually worked for the library consortium, Sage Library System. Sage operates through fiscal agents, primarily Baker County Library District. Fox stated, the Systems Librarian left his position in February 2017, and the Baker Country Library District will now be the fiscal agent for the position. Since the fund is dormant, it will be dissolved by resolution by the end of this fiscal year and any remaining funds will be transferred to the General Fund.

VI. Public comment

No public present

Schoppert

VII. Budget Committee questions and deliberations

Schoppert

Sheppard stated this budget is fiscally responsible and she likes having a more accurate budget. Sheppard said she would also like to explore the District adding additional hours if we free up funds and conducting a survey to make sure the hours meets the needs of the community. Roberts mentioned there is a new housing development which should also bring in more tax revenue.

VIII. Approval of budget (ACTION)

Schoppert

Sheppard moved to approve the budget resolution approving the 2017-18 budget, including the tax rate of 0.39 per \$1,000 of assessed property value. The budget was set at the following amounts:

- General Fund: \$1,380,953
- Capital Equipment Reserve Fund: \$100,400
- Grants Fund: \$271,000
- Sage Library System Fund: \$0
- *Total: \$1,752,353*

Roberts seconded. The motion carried unanimously.

IX. Recess or adjournment

Schoppert

The meeting adjourned at 6.36p.