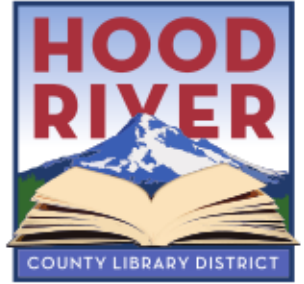


Budget Committee

Meeting Minutes

Tuesday, May 2, 2017, 6.00p
Columbia Room
502 State St, Hood River



Present: Jen Bayer, Rachael Fox (staff), Suzanne Giovanni (public), Lani Roberts, Stan Sales (public), John Schoppert, Jean Sheppard, Sara Snyder

I. Discussion

There was not a quorum present. There was a question and answer period.

- Roberts asked if the Assistant Director was the only Librarian II. Fox confirmed the Assistant Director is the only Librarian II.
- Roberts asked if the parking reimbursement has been started for the volunteers. Fox stated it has not.
- Bayer asked if the meeting was rescheduled, would we need 30 day notice for publication of meetings. Fox stated it is 5 days. [After the meeting, Fox double checked on the notice and discovered it is actually 10 days minimum. There needs to be two notices published and they must be a minimum of five days apart, with the second notice no less than five days from the meeting. The publication schedule for this year did meet this criteria].
- Bayer stated she noticed there were no increases in line items which might cost more like building maintenance and HVAC. Snyder stated the Unappropriated Ending Fund Balance needs to be around \$330,000, so there is room to add more funds in these categories. Fox stated, this year a regular maintenance contract was created for the boiler and HVAC. The hope is the boiler and HVAC will benefit from regular maintenance and reduce costs for repairs. Fox will also work this year to get an estimate on the cost of replacing the HVAC to prepare for the future.
- Bayer asked if the Board had a policy if funds are overspent. Fox stated that there is currently 5% extra funding in the Personal Services and Materials and Services categories. Oregon Budget law allows an adjustment of fund expenditures to be made by Resolution if the funds transferred are 10% or less of the fund total. For example if we have excess funds in Personal Services, the Board can adopt a Resolution to transfer funds to the Materials and Services budget.
- Bayer stated, originally the Foundation had planned on writing grants for the District but former Library Director Buzzy Nielsen had enjoyed writing them and was successful at it. She said the Foundation might be able to assist with this. Fox stated it was her goal to write more grants this year and Assistant Director Arwen Ungar will also be assisting. Fox stated she appreciated the offer of support and she welcomes the offer. Bayer also suggested writing grants to support technology.
- Sales stated he was concerned that there was not going to be a transfer into the Capital Equipment Reserve Fund, especially since there are high priced items needing to be replaced in the near future and there is money expected to be spent this year on capital projects. Fox stated she spoke to Snyder earlier in the day, who also expressed

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the same concern. Fox stated she also wants to ensure there are sufficient funds and had planned to ensure in the future we make a transfer to the Capital Equipment Reserve Fund. Since Personnel expenses had risen significantly in FY 2016-17, Fox stated she did not wish to cut personnel this year but find a way over the course of FY 2017-18 to reduce personnel costs. Fox stated she could reduce the Collection Development budget and find ways to supplement the funds during the year. This will free up funds to transfer to the Capital Equipment Reserve Fund.

- Snyder recommended the budget committee recommend to the Board a minimum amount to have in the Unappropriated Ending Fund Balance. Snyder recommended the formula (current monthly expenses x 1.05 [increase 5%] x 4.5 [July through half November]).
- Sheppard asked why the personnel salary categories were drastically different this year. Snyder stated former Library Director Buzzy Nielsen used to pad the budget in this area by planning for a step increase for all staff members. This year, Fox has created a budget with no padding in the salaries portion of the budget. Fox stated she plans to not increase personnel expenses this year and will actual decrease positions or change position duties, if staff members leave their positions. Fox stated staff can increase desk hours if needed and will strive to make sure patrons still receive great service both inside the facilities and outreach in the community.
- Sales stated the figures on the motion to approve the budget do not match. It's listed as \$1,864,554 and \$1,752,353 Fox stated, the correct figure should be \$ 1,752,353 and will make the correction in the updated packet.

The following changes have been made in the updated budget packet:

- The HVAC line item has been raised from \$8,000 to \$12,000.
- The Collection Development line item has been reduced from \$75,000 to \$55,000.
- A transfer to the Capital Equipment Reserve Fund has changed from \$0 to \$28,000 which should cover the three capital projects for this year. If nothing unexpected occurs, the District should carry over around \$100,000 in the Capital Equipment Reserve Fund for 2018-19.
- The Unappropriated Ending Fund Balance has changed from \$348,015 to \$336,015. This still meets our goal of having 4.5 months of operating expenses for July through half November, (\$73,500/month, the District will need \$330,750).
- The motion to approve the budget has been updated with the correct figures.