

**Budget Committee
Meeting Minutes**

Tuesday, May 10, 2022, 6:00pm

Jean Marie Gaulke Community Meeting Room

502 State St, Hood River

Budget officer: Rachael Fox

Meeting notes prepared: Rachael Fox and Mo Burford

Present: Rachael Fox (Staff), Mo Burford (Staff), Jen Bayer, Karen Bureker, Brian Hackett, Megan Janik, Andrea Krol, Lani Roberts, and Jean Sheppard.

Zoom: Sara Marsden, Angel Schock, Monica Zorza.

I. Nomination and election of Chair

Library Director Rachael Fox called the meeting to order at 6:01pm. The committee conducted introductions. Roberts nominated Bayer to serve as Committee Chair. Janik seconded. The motion carried unanimously.

I. Additions/deletions from the agenda (ACTION)

Bayer

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

II. Conflicts or potential conflicts of interest

Bayer

None stated.

III. Budget message

Fox

No questions or items from committee to report.

IV. Presentation of proposed budget

Fox

No questions or items from committee to report.

V. General Fund

- Roberts asked she she could ask questions. Fox said whenever you have a question, please go ahead and ask it.
- Roberts suggests raising the minimum wage to \$15 per hour because of the high cost of living in Hood River. Fox points out that only one staff member is actually below \$15.00 per hour at this time.
- Sheppard asks how much HRA VEBA costs the library for current staff. Fox said she would add the break down to next year's budget. She stated there are four staff members that participate and they receive up to 1/2 of the cost the District pays for medical expenses. This is prorated based upon the number of hours per week the staff member works. For example, a staff member working 40 hours per week will receive around \$350 per month for the HRA VEBA in lieu of medical coverage.
- Krol suggests it might be a good idea to do a salary analysis annually. Roberts commends the idea of continuing to monitor the salary of staff members. Hackett made a comment about next year's budget and the need for different number for the salary increase since

the past five year's the District has been required to increase the salary of all employees each year to comply with the minimum wage increases. Fox stated in the future, the Budget Committee can decided whether or not to implement a Cost of Living increase. Bayer stated most Government entities offer the Cost of Living increase.

- Roberts asked about the cost of gas for bookmobile and whether it was taken into account. Fox stated it was.
- Schock asked about staffing for the bookmobile. Fox explained we will use current staffing and the hopes for increased staffing next fiscal year. Fox explained she found out that morning the State Library grant ends December 31, 2022. Schock asks about the monthly expenses for the bookmobile and what happens after December when the State Library grant ends. Fox stated that salary expenses are covered because we will not be adding additional hours this fiscal year. There are funds from the Foundation to pay for any collection expenses. Fox also explains there is \$5,000 in the General Fund allocated to the Bookmobile expenses such as gas. There is also funds in the insurance line item for the insurance coverage. Schock expressed concern that this might be the only “glitch” in the budget. Fox stated she is confident that the general fund and funds from the Friends and Foundation will cover any additional expenses that she has not anticipated. The grant will fund the physical items such as hotspots, laptops, books, etc. Sheppard mentions there should be a Bookmobile budget going forward. Fox agreed and stated there will be a break down next year in the Bookmobile line item. Sheppard state that after one year of operations we will have a clear picture of the budget. Fox agreed.
- Roberts asked about “Elections” and Fox clarified that it is for “Board Member Elections”- not political elections of any kind.
- Bayer asked about UEFB. She stated we seem to be carrying over twice as much, even though we are trying to bring that number down. Bayer suggests we should spend this money next year, perhaps in staffing– “opportunity for our community.” Schock added perhaps surplus goes towards branch hours, bookmobile, etc.; Fox suggests we may actually shrink Parkdale branch hours and re-allocate them to bookmobile perhaps, using data which we have been acquiring over the last few years to make decisions. Bayer reiterated that we should spend that surplus capital on more staffing. Hackett stated that the larger number is not what we actually have but less than half, once you add long-term goals and replenishing things over time; and felt staffing additions needed to be modest. Fox suggested that we might add a part–time member and increase hours at most next fiscal year.

VI. Capital Equipment Reserve Fund Fox
 • Sheppard asked where estimates come from. Fox said from previous consultations and some official estimates.

VII. Grants Fund Fox
 No questions or items from committee to report.

VIII. Public comment Bayer
 There were no members from the public present.

IX. Budget Committee questions and deliberations Bayer

Sheppard said great job to Fox. Bayer expressed how organized and thoughtful the budget was prepared and how well it expressed our strategic goals. Schock suggested we add the bookmobile to the budget as a separate item and not put too much stress on staff to run the bookmobile.

X. **Approval of budget (ACTION)**

Bayer

Roberts made motion to approve the budget. Bureker seconded. The motion carried unanimously.

XI. **Recess or adjournment**

Bayer

The meeting was adjourned at 7:36pm.