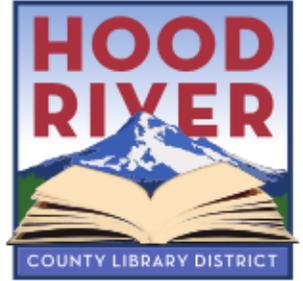


Budget Committee
Meeting Minutes
Tuesday, May 14, 2018, 6.00p
Columbia Room
502 State St, Hood River
Committee Chair: Jen Bayer
Budget officer: Rachael Fox



Present: Rachael Fox (staff), Jen Bayer, Brian Hackett, Megan Janik, Sara Marsden, Lani Roberts, Jean Sheppard, Monica Zorza Hockett.

I. Nomination and election of Chair

Board President Jean Sheppard called the meeting to order at 6:02pm. Roberts nominated Bayer to serve as Committee Chair. Hackett seconded. The motion carried unanimously.

II. Additions/deletions from the agenda (ACTION)

Bayer

Marsden moved to approve the agenda as presented. Hackett seconded. The motion carried unanimously.

III. Conflicts or potential conflicts of interest

Bayer

None stated.

IV. Budget message

Fox

Fox reviewed the budget message from the meeting packet.

Zorza Hockett said there are spelling and grammatical mistakes in the budget meeting notes. Fox stated she will correct them. Hackett suggested we also emphasize in the budget message the many ways we are being fiscally responsible with our limited funds. Zorza Hockett recommend visual representation like a pie chart. Bayer and Sheppard agreed that would be helpful. Fox stated she would add visual representation in the budget notes in FY 2020-21.

V. Presentation of proposed budget

Fox

i. General Fund

Fox reviewed the different funds of the proposed budget.

Sheppard asked if the 10% projected increase for health care is budgeted for the entire fiscal year. Fox said yes. Sheppard stated since the insurance runs on calendar year, we will only need to budget for six months.

The District's positions will be affected by the Oregon minimum wage increases starting in 2020-2021. Currently, the first step of the lowest paid classification is \$11.59/hour. To ensure the District complies with the minimum wage increases, Fox proposed a two part approach to the Library District Budget Committee on May 14, 2019. First part, the District can move our lowest paid position from Clerk I to Clerk II status in fiscal year 2020-21. This position is currently 12 hours per week. The District can create more responsibility for this position to bring it up to level of the Clerk II position. The second part, the District offers a Cost of Living increase the following four years, this will ensure the District's lowest paid salary will be above the minimum wage level of \$13.50 by July 1, 2022. Fox stated she

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thought this was the most fiscally responsible strategy.

Sheppard suggested we should not eliminate the Clerk I position. Sheppard recommended exploring a training position, which might be under minimum wage for a person with no experience. Fox stated she will explore the option.

Fox went through each line item in the General Fund budget.

Zorza Hockett asked if we are still experiencing issues with the HVAC and she thought we were addressing the high cost. Fox stated former Library Director Buzzy Nielsen had switched to a new company but we still have issues with failed compressors. Fox stated she hoped the new company will be able to identify and solve the issues.

Zorza Hockett asked why the internet costs have decreased. Fox stated we do not have to pay for internet service in the new Cascade Locks Library. Last fiscal year, Fox budgeted for internet service in the Cascade Locks Library.

Zorza Hockett and Bayer expressed the information provided in line 30-Collection Development is confusing. Fox stated she will rewrite the content. Most of the physical materials are purchased with funds from the General Fund. The Library Foundation funds electronic resources and the Friends of the Library funds a portion of the adult audiobook collection.

Zorza Hockett asked if Onstott still performed the audit. Fox stated Onstott provides our accounting services and Pauly Rogers and Co. perform our audit.

Zorza Hockett asked why there is a decrease in cost of Janitorial Services. Fox stated the company has not raised their rates as anticipated.

Zorza Hockett inquired about the length of the lease for the new copier. Fox stated 60 months.

Bayer mentioned the content was confusing in line 48- Programs. Fox stated she would correct the content to make it clear.

Zorza Hockett stated we should budget for warmer than anticipated summers. Fox stated there is ample funds for colder or warmer seasons and would add the information regarding warmer seasons to the budget notes.

Fox noted a correction in line 62–Transfer to the Capital Equipment Reserve. It should be \$43,000 instead of \$35,000.

ii. Capital Equipment Reserve Fund

Fox noted the proposed projects for the Capital Equipment Reserve Fund: Restoration to the front entrance of the Hood River building and replace the damaged light pole in the Georgiana Smith Memorial Gardens.

Bayer mentioned she liked the layout of projected replacement costs for large projects and appreciated we are planning ahead.

Hackett asked if Fox thought \$20,000 would be sufficient to save each year moving forward. Fox stated at this point, she did think it was sufficient but would address it further next fiscal year after she has more information regarding cost estimates for the projects.

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 fund was dissolved by resolution and is no longer active.

VI. Public comment

Bayer

No public present

VII. Budget Committee questions and deliberations

Bayer

The Budget Committee questions and deliberations were addressed above.

VIII. Approval of budget (ACTION)

Bayer

Roberts moved to approve the budget resolution approving the 2019-20 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: \$1,623,993
- Capital Equipment Reserve Fund: \$129,500
- Grants Fund: \$410,000
- Sage Library System Fund: \$0
- *Total: \$2,163,493*

Sheppard seconded. The motion carried unanimously.

IX. Recess or adjournment

Bayers

The meeting adjourned at 7:03pm.