

Budget Committee

Meeting Minutes

Tuesday, May 11, 2021, 6:00pm

Zoom meeting

Committee Chair: Jen Bayer

Budget officer: Rachael Fox

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

I. Nomination and election of Chair

Library Director called the meeting to order at 6:04pm. The committee conducted introductions. Roberts nominated Bayer to serve as Committee Chair. Bureker seconded. The motion carried unanimously.

II. Additions/deletions from the agenda (ACTION)

Bayer

Roberts moved to approve the agenda as presented. Janik 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.

V. Presentation of proposed budget

Fox

i. General Fund

Fox reviewed the different funds of the proposed budget.

Roberts stated the District should offer option three to support staff and she would be happy to have an increase in her property taxes. Fox stated the District millage rate is set at \$.39 per thousand and can not be adjusted. Roberts stated she did not know that.

Schock asked if there would be concerns with finding desk coverage if we made our two part-time positions into one full-time position. Fox stated she would hire additional subs to ensure we have coverage and the benefit for having consistency at the District for staff and patron would be a greater benefit. In addition, Fox believes we will be able to retain an employee for longer period.

Marsden asked if the salary survey adjusted the pay level to match Hood River County. Fox stated they adjusted the data as necessary, so that it matches the labor market pay level in Hood River, Oregon.

Schock asked if the jobs surveyed were in the library profession. Fox stated they were.

The committee decided to revisit the decision regarding option one and two after hearing the rest of the budget message.

Bayer asked if there needed to be any funds allocated for the Odell space the district is working toward leasing for up to one year. Fox stated we have the supplies we will need. She does not anticipate any additional expenses expect insurance which will be minimal.

ii. Capital Equipment Reserve Fund

Fox reviewed the proposed capital projects for the next 5-20 years. Fox stated we have a solid foundation and enough funds to cover all our project expenses for the next 15 years. In addition, we will continue to save at least \$25,000 per year.

iii. Grants Fund

Fox reviewed the capital fund and the breakdown of the proposed capital costs over the next 10-20 years. Fox stated we currently have a solid foundation of \$326,486.

VI. Public comment

Bayer

There were no members from the public present.

VII. Budget Committee questions and deliberations

Bayer

Bayer stated the three options did not specifically address the salary compensation recommendations but instead primarily addressed the need to make adjustments based upon the minimum wage increase.

Fox stated she presented the recommendation of a 6.25% increase with a step increase to the board at their April board meeting and asked for their feedback. They recommended presenting three options to the budget committee: 3% increase, 6.25% without a step increase, and full compensation as a comparison. They determined this would be a fiscally prudent option. Fox stated the proposal she recommended to the board did not make specific adjustments to each job classification but she focused on addressing the minimum wage increase first and stated it also addressed the need to increase the wages for all staff based upon the recommendations of the salary survey. Fox stated the board could discuss another potential increase next year especially since the district will need to raise wages to address the minimum wage increase from \$12.75 to \$13.50 per hour. Bayer stated she was pleased to hear there may be further discussion since the staff were still being paid under the recommendation.

Janik asked Fox if we would need to do another 6.25% increase to meet minimum wage increase. Fox stated she would have to calculate the figures but the district could decide the percentage since we could eliminate the levels for Clerk II if they did not meet the minimum wage requirements. For example, we could eliminate step I and II and start at step III. Fox also stated she would like to retain the entry level position if possible. Sheppard agreed.

Bayer asked the committee which options they would like to approve.

Zorza stated she would like to see the figures for the 6.25% salary increase with the potential step increase. Fox stated she would need time to put the figures together in a new budget document for the board to review.

Hackett stated he would like to vote for option 2 (6.25% increase with no step increase). Hackett stated he thinks staff should be compensated fairly but we also need to be fiscally prudent. He stated we could still address the recommendations presented in the salary survey this year and then consider another increase next fiscal year.

Sheppard stated she also would like to vote for option 2 (6.25% increase with no step increase). She stated that was a significant increase and agrees the district needs to be fiscally prudent.

Bayer stated library staff work hard and deserve to be compensated fairly for their work. She also stated managers need all the tools available to motivate their staff to do their best work possible. This can be accomplished by retaining a potential merit based step increase.

Bayer, Roberts, Bureker, and Marsden stated they would also like to see the figures for the 6.25% salary increase with the potential for a step increase. Bayer stated their were enough requests to see the additional figures to recess and met the following week to discuss the options.

Janik stated she would also like to see the projected personnel costs for the fiscal year 2022-23. The rest of the committee agreed. Fox stated she would provide the estimates at the next meeting.

VIII. Recess or adjournment

Bayer

The meeting adjourned at 8:06pm.