

**Josephine Community Library District
Budget Committee Meeting Minutes
Monday, April 1, 2019 at 5:15 pm
Ben Bones Room, Grants Pass Branch Library**

Budget Committee members present: Laurel Samson, Jennifer Roberts, John Harelson, Beecher Ellison, Judy Williams, Bill Kohn, Jay Meredith, Tom Miller, Jim Polk

Budget Committee members absent: Joanne Stumpf

Budget Officer present: Kate Lasky, Library Director

Staff present: Business Manager Kedron Hay, Communications Coordinator Brandace Rojo, Public Services Director Norma Singer

Guests: Teresa Stover, Nancy Hitchcock

CALL TO ORDER. Budget Committee Chair Jim Polk called the meeting to order at 5:15 pm.

AGENDA ITEMS

FY20 Budget Message. Referring to the “FY2019-20 Budget Message,” Ms. Lasky reviewed the highlights of the FY2019-20 budget.

Public comment. No public comment was offered

Questions about the budget process. Mr. Kohn asked why the personnel is not listed out by position. Ms. Lasky responded that all personnel is bundled in order to not misrepresent wages to staff.

Mr. Kohn asked for an explanation of why mobile internet hotspots would need to be purchased if each branch already has Wi-Fi.

Ms. Lasky explained that mobile hotspots would be available for patrons to checkout in the case that they don't have Wi-Fi access at home.

Mr. Fahey celebrated that the budget for collection development has grown 2.5 times the amount that it was when the library was run by the nonprofit Josephine Community Libraries, Inc.

Mr. Kohn pointed out that under the resources section some lines show a major difference from year to year such as the insurance.

Mr. Polk explained that the reason for that is that the previous year's budget was created with nothing to compare to.

Mr. Kohn asked if the amount listed for Personnel Services under the General Fund includes the increase in hours for the Williams Branch Manager.

Ms. Lasky confirmed that the increase in hours for the Williams Branch Manager is included in that total.

Mr. Meredith ask why “GP lease deposit” is listed in the description in the Maintenance & Repairs section of the General Fund.

Ms. Lasky responded that it is incorrect and should be considered an interfund transfer.

Action: Ms. Lasky will correct the report to remove the description next to Building Improvements.

Action: Ms. Lasky will add the resolution number and expiration date to the maintenance fund.

Mr. Harelson asked why there is a line for election funds?

Mr. Polk gave the example that if someone were to take exception to an annexation, the library district would have a fee to pay. Having a line item for election funds offers a holding place for funds in case something like that comes up.

Mr. Polk advised the General Fund requirements will need to change to show the transfer out to the Reserve Fund of \$178,100. The Operating Contingency will then need to be reduced to \$171,900. The Resources description will need to change to read "Transfer in from the General Fund."

Motion: Ms. Samson moved to approve the FY2019-20 budget as adjusted. Ms. Roberts seconded. The motion passed unanimously.

Motion: Ms. Samson moved to approve the tax rate at 39 cents. Mr. Meredith seconded. The motion passed unanimously.

Nomination of Budget Committee Board Chair.

Motion: Mr. Harelson moved to reaffirm Jim Polk as the board chair. Ms. Samson seconded. The motion passed unanimously.

Budget Committee and hearing schedule. No further meetings were scheduled for the Budget Committee.

ADJOURNMENT

Motion: Mr. Kohn moved to adjourn the meeting at 6:15 pm. Mr. Ellison seconded. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brandace Rojo". The signature is stylized and cursive.

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District