

## MINUTES

### ATTENDEES

Board Members: Susan Kiefer (President), George Prokop (Vice President), Cathy Shaw, Carol Doty, Jill Turner (attended by phone)

Budget Committee: Eric Dziura, Cathy Prazenica, Cathy de Wolfe, Gerri Davis, and Kevin Keating.

Additional participants/attendees: Laura Kimberly (Assistant Library Director), Carey Hunt (Assistant Director of Support Services), Kira Lesley (Archivist, SOHS), Lisa Marston (District Administrator), Vicki Robinson (Accountant), Donovan Edwards (Administrative Assistant)

### Call to Order/Roll Call

President Susan Kiefer called the meeting to order at 3:00 p.m.

### Introduction of Budget Committee Members and Staff

Director Susan Kiefer asked everyone to introduce themselves.

### Discussion of Ground Rules, rules of order, conduct of meetings, voting/reaching consensus, etc

Kiefer stated that it was the first time the board and budget committee had met for this purpose but that it was designed to get the Budget Committee more involved and to have a say before they sit down with a proposed budget.

Marston clarified that it was a JCLD Board Work Session and the citizen members of the JCLD Budget Committee had been invited to attend. Kiefer added that decisions could not be made but a consensus could be reached.

### Limitation of discussion pursuant to Oregon Local Budget Law

Robinson recited ORS 294.266 and explained how a topic could be discussed without being off limits.

### Fund Balance Policy

Robinson stated that JCLD had an official Fund Balance Policy and summarized the purpose of the policy.

### Current fiscal-year-to-date financial position

Robinson reported the unappropriated fund balance was \$3.5 million. Robinson highlighted areas within the Statement of Revenue and Expenditures for July 1, 2018 through June 30, 2019 and responded to questions from the Budget Committee.

### Current fiscal year spending priorities

Marston stated the dollar amounts for the three year Technology Plan were included in the budget for 2018 – 2019 for year one. Ms. Hunt reported that the Technology Budget funds were being used on the new Spark Space for the White City Branch Library. Both staff and patron computers are being replaced on a 3 year cycle. The “Library of Things” include 12 Kindles and several Hot Spots, which are useful in the rural areas where internet is more difficult to access but used everywhere.

Marston reported the Library Director in April would propose the materials budget for next year. She was uncertain of the exact amount but believed there would be an increased amount requested.

Marston reviewed other spending priorities for fiscal year 2018-2019 and informed the group about a forthcoming request from the Library Director for additional staff to support the 2 Year Plan to Increase Active Cardholders. As Kiefer noted, the Board is being mindful of the increases to ensure that any increases made continue to be sustainable in the future.

### **Projections for 2019-2020**

Marston shared a number of projected costs for 2019-2020 in terms of percentage increases or decreases, while explaining the reasons behind the increases or decreases and any related factors.

### **Final comments from Budget Committee Members**

The Board and Budget Committee members were asked to provide their top three priorities for the District. The goal of this exercise was to gather feedback, which will help inform the 2019-2020 budget planning process. Listed below are the top three priorities for the District, as identified by the group:

- Transition from the current third party contractor
- Continuing to work toward the 75% Active Cardholder goal
- Staff compensation

Shaw recommended that hiring Human Resources staff would fill critical roles for the transition and for helping to determine proper staff compensation, especially if JCLD intends to provide benefits for staff who do not work full time.

### **Electing a Presiding Officer to chair the Budget Committee Meeting**

**MOTION:** Director Shaw nominated Gerri Davis to be the Presiding Chair of the Budget Committee for fiscal year 2019-2020. Director Doty nominated Eric Dziura to be the Presiding Chair of the Budget Committee for fiscal year 2019-2020. Director Shaw moved to close the nomination for Presiding Chair of the Budget Committee for fiscal year 2019-2020. Kevin Keating seconded the motion. By a show of hands Gerri Davis was nominated to be the Presiding Chair of the Budget Committee for fiscal year 2019-2020.

### **Meetings to deliberate on the Fiscal Year 2019-2020 Proposed Budget**

Marston announced that the Budget Committee will meet on Friday, May 3<sup>rd</sup>, 2019 beginning at 3:00 p.m. at the Medford Branch Library to receive the budget message and proposed budget. If a second meeting is required then that would be scheduled for Friday, May 10<sup>th</sup>, 2019. The Budget Hearing will be held at the JCLD Regular Board Meeting on June 13<sup>th</sup>, 2019.

### **Adjourn**

Kiefer adjourned the meeting at 5:00 p.m.

/s/ Donovan Edwards

Recording Secretary