

**NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES BUDGET WORKSHOP
Wednesday, July 17, 2019**

Members Present: Allen Bone, Clint Hoxie, Brooke Wegner

Members Absent: Maggie Newman, Holly Wurl

Others Present: Abbi Dooley, Mallory Witham

Meeting called to order by Chair Allen Bone at 5:00 p.m.

ADDITIONS OR CHANGES TO THE AGENDA: None.

PUBLIC PARTICIPATION COMMENTS FOR ITEMS NOT ON AGENDA: None.

BOARD BUSINESS:

Budget Workshop:

Preliminary budget discussion for FY 2020 (July 1, 2019 to June 30, 2020): Abbi asked if everyone had a chance to review the materials before the meeting. Everyone had. She then asked if there were any questions.

Clint asked for Abbi's recommendations on staff wages. She remarked that the entire staff has gone above and beyond this year. She noted that Heather became certified with GoogleIT and that Kendra has graduated with her Master's in Library Sciences. She mentioned that all the full time staff have taken on extra duties. Clint and Allen agreed that they do not want to just give an across the board percentage increase. Clint prefers to do a merit increase and look at each employee individually. He would also like Abbi to put together salary scales for each position, and experience and length of service should be part of that for future budgeting years. Discussion was held about individual employees and their experience levels compared to pay. Clint asked about the last salary comparison that was done. Abbi stated that one was done about two years ago. He asked how the library ranked. She said that the library, and all of Polson, is a bit low. Everyone agreed. Clint stated that the wage given should be a good incentive to keep staff members; that it is frustrating to put a lot of time, effort and money into training and then have them leave because the wage is low.

Brooke noted that merit based and years of service can be time consuming and asked Abbi what her feelings are on that are. Abbi stated that it is fairer to do merit based increases and cautioned the Board to be careful about making sure that no one person's compensation is out of balance with the rest of the staff. However, she noted that the wages are up to the Trustees to decide. Abbi recalled that last year, full time staff received a 3 or 4 percentage increase and a lesser percentage was given for the part time staff.

Clint asked if there is a certain path from "Assistant Librarian" to "Librarian". Abbi explained that all full time employees are considered librarians and have a path to state certification. Part-time staff are eligible to apply for full-time positions as they become available, but are not considered librarians.

The consensus was to look at each full-time employee individually and adjust wages to a point that is appropriate for their experience and responsibility levels. Clint noted that he has always felt that most of the

staff are underpaid. Mallory's responsibilities were discussed and consensus was that her responsibilities are more in line with an Assistant Director, not an Administrative Assistant and that her title should be changed. Clint asked about Abbi's wage increases since she started. Abbi explained that she had an increase when she was first hired as the Director and another at budget time in 2018 (which was also 6 months).

Clint asked that Abbi come up with numbers and pay scales for each job description, so the next budget year there will be a better framework for budget discussions. Clint added that the pay scales could include extra pay for additional certifications, completion of trainings etc. Individual wages were determined for each full-time staff member.

A discussion regarding part-time staff members followed. Clint asked what the cost of living is for 2019 – Abbi found that Social Security did a 2.8% COLA for 2019.

Brooke asked Abbi how giving much higher raises (over 10%) would affect the budget. Abbi said that at first glance it will increase the budget at least \$24,000 and she would need to run the numbers, but it is probably doable.

Brooke stated that the staff keeps the public coming back to the library. Abbi noted that the work environment is very positive with little drama. Everyone is a team player and works hard. Clint stated that a great, welcoming staff was his first priority when discussing the renovation goals.

Clint added his thoughts on having a base pay rate for each position. Looking at the proposed figures, he feels that the staff would be better compensated. He has felt that the staff have been underpaid for quite some time. Going forward, the Trustees agreed that having a plan for each position will greatly decrease budget meeting discussions in the future. Brooke noted that this year could be a large increase, and then subsequent years would be much less. A 3% increase was decided upon for the part-time employees.

A few other budget items were discussed. Clint noted that the storage rental is now at zero. Abbi thanked Allen, Emmett May and Dave Rittenhouse for their help in clearing out the storage unit last year.

Clint asked what the plan is for the fish tank with the renovation. Abbi stated that at the June renovation meeting, the consensus was that the fish tank would not be in the renovation plans. She also noted the \$2,400 annual expense. Brooke described the mess and hassle of maintaining the tank. Abbi said she doesn't see a place for the fish tank in the new design. Clint threw out the idea of moving the fish tank to the kid's area and using the back alley entrance for bringing in and taking out water. He stated that he would rather the library have big fish or no fish. He described the problems with smaller aquariums, and thinks that the smaller tanks can actually be more work. Abbi stated the fish tank will probably be a bone of contention for some people. She will discuss options with the architect.

Brooke asked about the much higher electric budget and wondered why it went up and not down with the new unit. Abbi stated that this was a surprise to her, but now thinks that the old unit may not have really been running very well. She also noted that the small meeting room has been used more and therefore has been heated and cooled more. She also stated that the contractor put in a slightly larger unit. She explained that the thermostat that regulates the small meeting room is actually on the wall of the Annex which is cool and dark. To cool the small meeting room, staff have had to really turn down the temperature (and vice versa

with heat). Brooke hopes that when the space is opened up, the temperature will be regulated better. Allen asked how the open space after renovation will all be regulated by one thermostat. Abbi said two will be doing the job in the new space and will be coordinated. The large meeting room has its own thermostat.

Abbi noted that the County budget form for the General Fund states that the library cannot hold more than 1/3 of its appropriations in cash reserves. She explained that the Trustees will need to finalize the budget at the July 25th meeting and be prepared to vote at the August 22nd meeting as the budget is due to the County the next day.

Abbi pointed out the new line item for Staff Appreciation in the non-restricted fund. She explained that this is not tax money and it would be covered entirely by our Costco cash rebate from the credit card we use through them. Clint asked about the "meal" line item. Abbi explained that it came out of an unusual situation when there were only two staff members at the library on a weekday, so neither could leave for a lunch break. Clint suggested that Abbi move that into another operational expense line item. Abbi will look at that object closer.

Abbi noted that Heritage Quest will not be renewed, but the library will keep Ancestry.com.

OTHER BUSINESS: Abbi reminded everyone that she has a call with the architect tomorrow. She asked if anyone had any concerns. Allen noted adding windows in the children's area. He also asked about placement of the washer and dryer. The amount of space for the book drop was discussed. Allen also suggested a door between the staff toilet and locker area.

PUBLIC COMMENT: None.

NEXT REGULAR MEETING: The next regular meeting of the North Lake County Public Library Board of Trustees is scheduled for Thursday, July 25, 2019 at 5:00 p.m. at the library.

The workshop adjourned at 6:06 p.m.

Respectfully submitted,



Abbi Dooley, Library Director