

**Western District Library
Finance Committee**

**May 4, 2020 meeting minutes
Virtual (Zoom) meeting**

Rod Ward called the meeting to order at 3:15 pm. Present were Jan Gustafson, Kathi Parrish, Rod Ward, and Jennifer Ryder.

Public Comments

No members of public were present, so no public comments.

Meeting Minutes

Committee reviewed minutes from Sep 17, 2019 committee meeting. Rod moved to accept as written, Jan seconded. Voted, approved.

B&A Ordinance and Working Budget for FY2021:

Jen presented draft for Budget & Appropriations Ordinance for next fiscal year, using projections to estimate numbers. New director and Budget/Finance Committee can then adjust as needed and complete the B&A Ordinance more easily. Beginning balances for 7/1/20 will need to be adjusted for actual amounts to be provided by accountant at that time. Some details of underlying numbers are as follows:

- Interest income was lowered, based on assumption that anticipated work on the building will require use of money in Endowment Fund.
- Donations may be reduced for 2020, since there may not be a book sale this year.
- Technology—Jen recommends replacement of all computer monitors over the next year, since existing ones are old; some may be 10+ years old.
- Endowment fund budget item of \$5,000 was added for hiring a building space planning consultant, in conjunction with update of restrooms for ADA compliance, to look at other possible improvements that might be undertaken at the same time.

Jen will continue to refine the draft numbers this week, provide to the committee before she leaves.

Levy Ordinance & Building Levy document

Jen reminded committee that she moved the preparation and submission of Levy Ordinance to month of November to enable director to obtain county assessor's estimate that's available in October in calculation of levy amounts. She is updating guide for new director's use in preparing the Fund Levy publication document.

Check signing during interim director time period

Committee discussed procedure for check signing (a) while library remains closed and (b) after opening. Decision was to have Rod and Jan sign any checks needed before opening, then Jane Meier and Rod to sign after opening until new director is set up as signer.

Other Topics, Future Agenda Items

No other topics or (known) future agenda items were raised.

Kathi moved to adjourn, Jan seconded. Voted, approved. Meeting adjourned.

Respectfully submitted,

Kathi Parrish

Finance committee member