

The meeting of the *Finance Committee* of the Library Board of Control was called to order on Monday, February 17, 2020 at 6:30pm with the following:

PRESENT: Bennie Smith
Lonnie Granier
Robert Rome

ABSENT: N/A

Also present were Laura Sanders, Library Director, Sherry Lucas, Finance Manager and Dana Clement, Administrative Assistant for the Library.

The Pledge of Allegiance was said in unison.

A motion to accept the LBC agenda was made by Ms. Smith, seconded by Mr. Granier, and the motion carried unanimously.

Business:

Item #1- Discussion and approval of recommending the 2020 Proposed Amended Budget:

Mrs. Lucas explained we adjust our revenue and expense items to more closely match the prior year's actual numbers. We only needed to increase the Revenue Category by \$700. We made no changes to the Personnel Services and Supplies & Materials categories. We increased Insurance Claims Paid due to general liability deductibles increasing from \$50K to \$100K per incident. We increased the Liability Insurance item to account for known rate increases. Our approved cargo van purchase from last year is still on order, so that expense will come out of 2020 funds. There will still be Vehicle funds left over if we proceed with replacing one of our 2009 Dodge Caravans, something we've been deferring. We increased our various library materials line items due to increased demand and due to pending shelf space gains at Thibodaux Branch. We increased Furniture in case we have needs after our projects are complete. We increased Software due to the need to upgrade Microsoft Office system-wide. We still have a combined \$60K budgeted for computer and server replacements. We increased Maintenance Supplies and Vehicle Maintenance due to those items trending upwards. Overall, the 2020 Proposed Amended Budget was increased by \$294K. By the end of 2020 the Multi-Branch Project, Thibodaux Addition Project, and SL HVAC Modification Project should be complete. We expect to end 2020 with an almost \$6.5 mil fund balance. A brief discussion followed. On a motion made by Ms. Smith, seconded by Mr. Granier, the Finance Committee recommends to the full Board that the 2020 Proposed Amended Budget be approved as presented. The motion passed unanimously.

Item #2 Discussion and approval of recommending the 2021 Proposed Budget:

Mrs. Lucas explained the 2021 Proposed Budget is nearly the same as the 2020 Proposed Amended Budget, except we have added an additional \$35K in case Liability Insurance rates increase again. We have this same opportunity next year to amend the 2021 budget. Of note, we have \$30K set aside to adhere to our annual computer replacement schedule. We have \$58K in our Vehicle line item to replace our two 2009 Dodge Caravans if neither is replaced in 2020. We've highlighted Communications to remind you we are required to budget as if there were no E-Rate credits available to offset our Internet costs. Overall, the 2021 Proposed Budget reflects operational expenses budgeted at about \$7 mil. The Lockport Entryway Modification Project will continue into 2021. \$2.1 mil has been earmarked for a possible Lockport Branch Addition Project to begin the planning stage in late 2021. We expect to end 2021 with a fund balance of about \$5.4 mil. A brief discussion followed. On a motion made by Ms. Smith, seconded by Mr. Granier, the Finance Committee recommends to the full Board that the 2021 Proposed Budget be approved as presented. The motion passed unanimously.

Item #3 Discussion and approval of recommending an employee salary and scale adjustment for 2020:

Mrs. Sanders explained the breakdown sheet in their packet shows the costs of three different scenarios for adjusting library staff pay. COLA increases cause the pay scale to shift and apply to all staff. Merit increases are based on evaluation scores and apply only to non-probationary employees who have been with the Library for at least 6-months. There were no COLA or merit increases provided to staff in 2019. After years of slowly improving our pay rates, we are satisfied that our pay scale is competitive for our area. As a result, we are not recommending a COLA increase for 2020 so that our scale remains unchanged. However, our staff is very deserving so we are recommending that the Board consider providing merit increases instead. No additional funds are needed in the budget to cover the cost. A brief discussion followed. On a motion made by Ms. Smith, seconded by Mr. Granier, the Finance Committee recommends to the full Board to approve an up to 4% Merit increase, effective July 1, 2020. The motion passed unanimously.

With no further business to discuss, a motion for adjournment was made by Mr. Granier, seconded by Mrs. Smith, and the motion carried. The Finance Committee adjourned at approximately 6:50pm.

Recommendations:

The *Finance Committee* recommends to the Board for review and consideration:

1. The 2020 Proposed Amended Budget be approved as presented.
2. The 2021 Proposed Budget be approved as presented.
3. A merit increase of up to 4% effective July 1, 2020 be approved as presented.

APPROVED