

**Branch District Library  
Finance Committee Minutes  
September 12, 2014  
2 pm  
3<sup>rd</sup> Floor Meeting Room at Coldwater Branch**

**Recommendations Synopsis:**

1. To allow Monarch Bank CD that is up in November to rollover.
2. To implement an additional 1 hour per week at Algansee, Bronson, Quincy, Sherwood, & Union Branches and an additional 5 hours per week at Coldwater Branch beginning October 1 thru December 31, 2014. This would cost \$487.27 per week for a total of \$5,847.24. By beginning in October gives staff time to advertise changes and time to coordinate staffing of the additional hours. This would be phase 1 of adding additional hours.

**Concern/Conflict – Needs board action:**

With regard to new millage, board voted to follow the plan of service and the breakdown of funds that it provides for – of which a portion is set aside for major projects at the Coldwater Branch which in the past has gone to building repairs. However, the Millage Committee and Millage materials were distributed stating new millage funds would not be used on the building.

**Minutes:**

Erica Ewers called Finance Committee Meeting to order at 2 pm with remaining committee members Dan Gordon, and Bonnie Frick present as well as Director Evette Atkin, John Rucker, and Jeanne Berg.

The following documents were distributed to all present:

1. Agenda
2. Cost of Operations revised for new proposed hours
3. Option A, B, & C Budget Proposals

Evette began by going over the proposed revenue for 2015 budget. There was much discussion on how this should be worded with regard to the way library board stated the millage funds would be used versus the campaign materials for the millage. Thus committee is looking for direction from full board before presenting budget.

Evette then presented Option A, B, and C for proposed expenses. Option A shows the cost of all additions wanting to make including reinstating staff positions that were cut or not filled after the person left, reinstating Coldwater Branch hours, adding hours to all branches, reinstating book and audio visual budget, additional programming, new phone system, janitorial and snow removal additional expenses, as well as proposing an 8% salary increase for staff. Option B has minor variations and removes janitorial and snow removal and proposes a 6% salary increase for staff. Option C removes pay increase, janitorial and snow removal.

Committee decided wanted additional time to review documents before making a decision. Also Branch Managers were given the proposed capital funds on Thursday, September 11, thus no plans have been submitted by them.

After the last workshop meeting, Evette revisited the discussion of adding additional hours between October 1 and December 31, 2014. The revised proposal is to add 1 hour to Algansee, Bronson, Quincy,

Sherwood, and Union Branches and 5 hours to Coldwater Branch. This would cost \$487.27 per week for a total of \$5,847.24. By beginning in October gives staff time to advertise changes and time to coordinate staffing of the additional hours. This would be phase 1 of adding additional hours. Committee was in agreement with this proposal and would like to recommend to full board.

Erica pointed out that the Monarch Bank CD also comes up for renewal in November. Therefore it was discussed and recommended that we allow this CD to remain in place as well and to allow it to roll over.

The finance committee will meet again on September 18, 2014 at 11 am in the 3<sup>rd</sup> floor meeting room to finalize recommendations to the budget.

Meeting adjourned at 3:30 pm.

Minutes prepared by:  
Erica Ewers