

Special Meeting

April 24, 2018

Library Board of Trustees

Mountain Home Public Library

790 North 10th East – Mountain Home, ID

Chairperson: Jackie Harper

Vice Chair: Bonnie Sharp

Secretary/Treas: Mary Ellen Hale

Clerk for the Board: William Lamb

Board Members Present: Trustees Jackie Harper, Bonnie Sharp, Mary Ellen Hale, Nadine Roberts

Excused: Trustee Swenson; Councilman Bundy

Others Present: William Lamb, Library Director; Paula Szafranski, City Treasurer; Nina Patterson, City Clerk; Stephanie Root, Mountain Home News

Roll Call – Chair Harper called the meeting to order at 5:00 p.m. and a quorum was established.

Public Input – None

Consent Agenda – None

Old Business –

A. **Discussion/Possible Action – FY18/19 Budget Workshop**

Director Lamb advised the Board that Trustee Hale and he met with Mayor Sykes and Paula Szafranski, City Treasurer on April 19th to discuss the Board's budget request to the Council. Ms. Szafranski provided documents that showed the City would be removing the sales tax apportionment from the Library's revenue, which would create a funding short fall of \$72,109 from the Board's budget request.

During the meeting with the Mayor and City Treasurer, Director Lamb noted to Mayor Sykes that he was not sure where the Board could cut \$72k. Mayor Sykes responded, "If the board doesn't cut the budget, the council will." Mayor Sykes also noted that the Library was the only department that did not cut the budget as requested and he would appreciate it if the Library would become a team player.

The Board of Trustees and Ms. Szafranski discussed the budget numbers and the reduction in the budget revenue going to the Downtown master plan. The sales tax apportionment would be moved into the administration budget or the street department budget to help with the downtown plan. Ms. Szafranski advised that there was a possibility of getting parts of the sales tax apportionment back during the budget process.

The \$72,000 came about from the Capital Improvement Plan (CIP) request of \$30,000 plus the requested increase for the part-time staff member, which equaled around \$13,000. Director Lamb noted that the current fiscal year budget was \$542,238.00 and the documents provided by city hall showed the projected revenue at \$521,188.00, which is an automatic 4% reduction right off the top of the current year budget.

Chair Harper asked if the other city departments were cut as well. Ms. Szafranski noted that other departments cut their own budgets but budget sheets were still coming in.

Chair Harper and Director Lamb met the prior week to discuss the budget shortfall and came up with a few solutions for the Board to consider. Among them was removing the \$30,000 CIP request.

Director Lamb also noted he was under the impression that the reduction of the sales tax revenue would be made up elsewhere, possibly from the Library levy rate. A budget cut of 4% right of the top would have consequences not just for the staff but also for the community, including potential issues with maintaining membership in the LYNX! Consortium.

Ms. Szafranski noted that her recommendation would be to push out the part-time employee increase by a few years and the capital improvement plan reduction.

Chair Harper noted that the requested staff increase was due to the increased usage of the Library and was not just because the Library wanted a bigger piece of the City budget.

Director Lamb mentioned that the Library is really considered an essential service for the City as it increases the community's wellbeing and affects whether families want to move to Mountain Home.

Trustees and Director Lamb went over the proposed budget line by line and made the following adjustments:

- Removed book security gates from the Capital Improvement Plan into a 4-year lease to own purchase.
- Removed restroom remodel from the Capital Improvement Plan. *Remodel costs could come out of the Library Debt Service Fund.
- Pulled the part-time staff increase request to the next budget cycle.

The Board was able to reduce the budget request by \$41,053.00, leaving a revenue shortfall of \$31,056.00. Director Lamb advised the Board that if funding was cut further it would drastically effective the ability to provide services to the community.

After further discussion, Trustee Sharp moved the Board approve the revised budget as discussed and have Director Lamb send it forward to the Council as presented. Seconded by Trustee Roberts. Motion Carried.

New Business -

A. Items Removed from Consent Agenda Section

B. Discussion/Decision to establish dates of the Board's annual summer adjournment

After a brief discussion, Trustee Sharp moved the Board cancel the May 3, 2018 regular meeting due to a lack of a quorum and continue with their planned summer adjournment in June, July and August with special meetings called as necessary. Seconded by Trustee Hale. Motion Carried.

Director and Other Reports

- Director Lamb advised the Idaho Commission for Libraries 1st Time Attendee grant was approved and he has registered for this year's ALA conference.

Adjournment - With no further business to come before the Board, Trustee Sharp moved the meeting stand adjourned at 6:55 p.m. Seconded by Trustee Swenson. Motion Carried.

William Lamb, Library Director
and Clerk of the Board

Jackie Harper, Library Board Chair