

Vespasian Warner Public Library District  
Finance Committee  
October 3, 2019 Meeting Minutes

Meeting called to order at 5:33 p.m.

Members present: Matt Love, Jonah Kolb

Others present: Samantha Rusk

Approval of minutes from last meeting

The minutes from the August 14, 2019 meeting was approved as written.

Minimum Wage Impact Plan

Rusk reviewed a variety of scenarios to project costs including the new minimum wage increases over the next several years. Discussion included the need to review current job descriptions and the possibility of simplifying them in order to create a paygrade/level system for staff. The impact of other options including library service hours and staff hours was also reviewed.

Levy Planning

The committee reviewed a draft levy for tax year 2019. The figures will be adjusted when the EAV is available from the county. The final levy will be presented at the November or December board meeting for adoption.

Capital Expenditures Planning

The committee reviewed the capital plan and potential upcoming projects. There is a large expense for the elevator projected in 2021. Rusk will find out if this is for a full replacement or just maintenance. The need for upgraded appliances in the near future was also discussed. Rusk will add this to the list for a future property committee meeting.

Long Range Financial Planning

It was suggested for Rusk to work on creating a document with building expenses, potential efficiencies, and possible outcomes. The document would forecast a time period of 3-5 years and would be similar to the library's strategic plan and minimum wage projections.

Investment and Financial Policy

Love and Rusk will meet to complete the final revisions on the finance policy. After it is complete, Kolb will review it and it will be sent to the library's lawyer for review as well. The board will approve the final document at a future meeting. The goal is to complete this set of policies by December.

Meeting adjourned at 6:42 p.m.