

Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
July 28, 2022 at 10:00 am

Members Present: Meghan Augustin (ex officio), Jacqui Kuhn, Gary Marsh,
Maria Musgrave

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 10:06 am by Marsh.
- II. Approval of Agenda motioned by Kuhn and seconded by Augustin. All yes, motion passed.
- III. Approval of Previous Meeting Minutes motioned by Augustin and seconded by Marsh. All yes, motion passed.
- IV. Unfinished Business
 - a. Draft Budget for F/Y 2023
 - i. Spelling correction needed to correct the misspelling of “maintenance” in the line item “Equipment Repairs and Maintance.”
 - ii. Changes to line item amounts include the following:
 1. Payroll change to \$200,000
 2. Furnishings change to \$10,000
 3. Equipment change to \$7,350
 4. Materials change to \$35,000
 5. Advertising & Promotion change to \$2,000
 - iii. Approval of Draft Budget for F/Y 2023 with amendments as stated above motioned by Musgrave and seconded by Marsh. All yes, motion passed. Draft Budget for F/Y 2023 with amendments as stated above to be brought to Board of Trustees August meeting for approval.
 - b. Draft Budget for F/Y 2023 if Yankee Springs is Added
 - i. Spelling correction needed to correct the misspelling of “maintenance” in the line item “Equipment Repairs and Maintance.”
 - ii. Changes to line item amounts to include the following:
 1. Payroll change to \$200,000
 2. Capital Outlay change to \$131,850

- iii. Approval of Draft Budget for F/Y 2023 if Yankee Springs is Added with amendments as stated above motioned by Marsh and seconded by Musgrave. All yes, motion passed. Draft Budget for F/Y 2023 with amendments as stated above to be brought to Board of Trustees August meeting for approval.

V. New Business

a. Staff Salaries and Wages

- i. Bakovka provided wage comparisons for Class 3 and Class 4 libraries in our area. The Finance Committee reviewed this data as well as the Henika District Library Salary and Raise Policy and current Henika District Library staff wages. The Finance Committee recognizes the quality of the staff and would like to ensure wages and benefits are fair. The Finance Committee discussed renaming the Circulation Clerk position to Circulation Manager, as well as recommending wage increases and changes to salary ranges. Recommended edits to Payroll line item of draft budgets to allow for salary and wage increases.

VI. Around the Table

VII. Adjournment of the meeting motioned by Marsh and seconded by Augustin. Meeting adjourned at 1:03 pm.