

**Jefferson County Rural Library District
Board of Trustees 2018 Budget Workshop
Library Shold Room, Port Hadlock, WA
Minutes – September 22, 2017**

Call to Order: Chair Sylvia White called the meeting to order at 10:00 AM. Present were Trustees Hal Beattie, Michael Kubec, Leigh Hearon and Ellen Hargis; Director Meredith Wagner; and incoming Director Tamara Meredith.

Agenda: The agenda was amended to include a discussion regarding the New Director Orientation. Ellen Hargis made a motion to approve the amended agenda, seconded by Michael Kubec.

New Director Orientation: Ellen Hargis reviewed the proposed content for the New Director Orientation scheduled to take place at the October 11 Board Meeting. Wagner offered to provide Meredith with background information about the Strategic Planning Process. Wagner and the Trustees were asked to bring a list of stakeholders they feel Tamara Meredith should meet.

Salaries and Benefits: The Trustees reviewed the salary details for the 2018 budget. It was agreed to give the staff a 3% cost of living increase in 2018.

Materials: Wagner reviewed the proposed breakdown for materials for 2018.

Capital: Wagner reviewed the proposed budgets for the Facility, Furniture, Fixtures and Equipment, Technology and Landscape categories. Wagner also reviewed the budget estimates for the parking lot improvements and the septic upgrades.

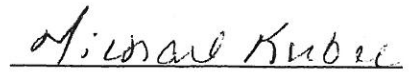
Review Expenditure Summary Spreadsheet / Second Review of the 2018 Revenue Spreadsheet: It was agreed to cover the entire Capital budget expenses of \$178,000 from reserves. It was also agreed by the Board to use the balance of revenue of \$21,517 to help fund any salary increases resulting from the Compensation Study.

Budget Process - The budget process was reviewed: Wagner will prepare a draft budget for the Trustees at the October 11 meeting, followed by a 30 day public inspection. In November, the Trustees will approve a final budget to be submitted to Jefferson County.

The meeting was adjourned at 11:00 AM by Sylvia White.


Meredith Wagner, Director
Recording Secretary


Sylvia White, Chair


Michael Kubec, Corresponding Secretary

Next Board of Trustees Regular Meeting: October 11, 10:00 AM at the Main Library.