



**Budget Committee
May 12, 2020
Minutes of Meeting**

Attending

Board: Stephen Hillis, Susan Stovall, Karen Esvelt, Guy Chittenden, Royce Embanks
Budget Committee: Chuck Alexander, Terri Drew, Sandra Hahn, Joan Starkel, Courtney Snead
Staff: Jane Ellen Innes
Guests: None

I. Call to Order

Chairperson, Stephen Hillis, called the meeting to order at 5:40 pm. It was moved by Drew, seconded by Snead to elect Chuck Alexander as Committee Chair. Motion passed unanimously

II. Public Comment

There was no public comment.

III. Old Business

There was no old business.

IV. Preliminary Review of 2020-21 JCLD Budget

Accountant, Mick Knobel, was unable to attend the meeting. Innes thanked the Committee for participating in the process this year, and for their patience as she learned the budget process. She explained that the budget presented was a preliminary one and she encouraged committee participation and feedback to prepare a second iteration of the budget for the next meeting. Following the introductory remarks, Innes presented a line-by-line explanation of the revenue and expense items. Discussion ensued regarding the effect of the COVID-19 business shut-down on library property tax revenue. As presented with this budget, the Jefferson County revenue projection is 92% of the revenue projection received from the County Clerk.

The Committee asked for clarification on the types of expenses in several budget items and discussed personnel costs. At the conclusion of the discussion, Innes said she would be reviewing the existing budget with Knobel, and reduce expenditures. Knobel would be present at the next meeting to explain several revenue and expense categories.

V. Upcoming Meetings

- Wednesday, June 3, 2020, at 5:15 pm: Budget Committee Meeting #2
- Monday, June 8, 2020, at 5:15 pm: Budget Committee Meeting #3 (if necessary)
- Tuesday, June 9, 2020, at 1:45 pm: Budget Hearing
- Tuesday, June 9, 2020, at 2:00 pm: JCLD Board of Directors meeting.

With no further business before the Committee, the meeting was adjourned at 7:40 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jane Ellen Innes".

Jane Ellen Innes
Budget Officer