

**TRACY MEMORIAL LIBRARY BUDGET COMMITTEE
MEETING MINUTES
Wednesday, August 28, 2023**

Present: Sara Scheuch, Jerry Coogan, Sherry Williams, Tom Carley, Director Crystal Schimpf

Meeting called to order by Sara Scheuch at 3:05 pm in the meeting room at the Library.

PUBLIC COMMENT

None

MEETING MINUTES

- A copy of the minutes from the September 1, 2022 meeting was not available. Sherry will research.

NEW BUSINESS

- **Committee Name and Charge:** Echoing an earlier Board discussion about the need for a Finance Committee, Crystal suggested renaming and broadening the charge of the current Budget Committee. The new Finance Committee, comprised of members of the current Budget Committee, would meet, as needed, to discuss all aspects of library finances and prepare recommendations for the Board, as needed.

A MOTION was made by Sara Scheuch **TO RECOMMEND TO THE FULL BOARD** that the **Budget Committee** be renamed **Finance Committee**, and that the Finance Committee be charged with discussing all aspects of TML finances and preparing recommendations for the full Board, as needed. The motion was **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

- **FY 2025 Budget:** Crystal stated that her goal for the meeting was to collect input from the committee regarding suggested budget increases. She shared the final 2023 budget, with annotations and explained how a combination of zero-based budgeting and estimated cost increases are the basis for budget construction. Sara and Crystal responded to committee members' questions about the history of TML budget increases, 2023 expenditures, the 2024 budget, and library reserves. All agreed that the new budget should decrease the draw-down from the library's CD funds. Opportunities for increasing library revenue and reducing operating expenditures were considered. The committee recommended a target percentage for the overall budget increase as a starting point for Crystal to work with.

UPCOMING COMMITTEE MEETING

- Finance Committee: Thursday, September 28, 3:00pm

A **MOTION TO ADJOURN** the meeting was made by Sherry Williams and **SECONDED** by Jerry Coogan. The motion **PASSED UNANIMOUSLY**.

ADJOURNMENT 4:30pm

Respectfully Submitted,
Sherry Williams