



**Finance and Personnel Committee Meeting  
Meeting Minutes  
July 7, 2020  
4:00 p.m. Virtual Zoom Meeting**

**Attendance:**

**Trustees:** Ms. Caimano, Ms. Bartlett, Ms. Vanderminden, Ms. Swanson, Mr. Hazewski, and Ms. Eddy.

**Staff:** Ms. Naftaly, Ms. Winters, and Ms. Durett-Clapper.

Mr. Hazewski called the meeting to order at 4:07 p.m.

Ms. Naftaly presented the preliminary 2021 budget. The tax base growth factors for 2021, have not been released as of the meeting. There is only a slight increase from the 2020 Budget. There are increases in electronic resources, health benefits, software, and custodial supply costs. There are decreases in travel, security, special events, and some computer supply costs.

For the 2021 salary proposal, to keep the budget as flat as possible, there is only a 1% salary increase for employees to offset the increase in health benefit costs. The real impact in health benefit costs from Covid-19 will likely be in 2022. There are (2) Librarian I open positions that do not need to be filled right away. The openings are due to the promotions of Ms. Boyer and Ms. Forshey and the upcoming retirement of Ms. Frazier; Ms. Farrar will likely be promoted to fill Ms. Frazier's position. Mr. Hubbs will be filling the Librarian II (Sub) position. Mr. Hilfiger; Library Assistant (Sub) has an increase in hours. There is an open full-time Library Clerk position due to the retirement of Ms. Lehmann.

The reduction in the Central Library State Aid will be 20% to 50%. The proposed budget reflects a 50% reduction. (Central Library; we serve the four counties of Warren, Washington, Saratoga, and Hamilton.) The 2020 state aid funds have not been received to date.

We will be counting on (new) grants, donations, and assistance from the Friends.

There was a discussion on the possibility of eliminating fines in 2021 if the hard economic times from the pandemic continue to impact our community. Fines have been stopped until July 20, 2020, due to the pandemic, this date might also be extended. Lost book fees will continue. Discussion ensued on the unknown factors of the full financial impact from the Covid-19 pandemic.

Ms. Naftaly stated that the first installment of Mr. Herlihy's generous bequest had been received. It will be deposited into Glens Falls National Bank. The Finance Committee will be seeking financial advice on the bequest for the next meeting. The information will go before the Board for a final vote on how the funds will be handled.

A **Motion** to deposit the funds into Glens Falls National Bank until the Finance Committee can prepare information to bring before the Board was made by Ms. Caimano and seconded by Ms. Swanson. **Motion** carried unanimously.

The 2021 Budget needs to be approved at the July 22, 2020, Board meeting and submitted to Saratoga and Warren County Boards of Election by August 3, 2020.

A **Motion** was made by Ms. Bartlett and seconded by Ms. Vanderminden to approve the proposed 2021 Budget of \$4,859,906 and bring it to the full Board for their approval at the next scheduled meeting. **Motion** carried unanimously.

The need for a second Finance Committee meeting is to be decided.

Meeting came to an end at 5:01 p.m.

Recorded by Melissa Durett-Clapper, Administrative Assistant.