

City of Sheboygan
2020-04-23

BKVUM57AB097

Minutes Mead Public Library Finance Committee Meeting Thursday, April 23, 2020:
30 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, April 23, 2020 in the City Hall Common Council Chambers. Present Committee Members: MPL Board President Maeve Quinn Committee members attending remotely: Finance Officer Kyle Whelton, Alderperson Mary Lynne Donohue and Sherry Speth. Present staff members: Director Garrett Erickson Staff attending remotely: Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn.

OPENING OF MEETING CALL TO ORDER AND DETERMINATION OF QUORUM: Whelton called the meeting to order at 2: 43 p.m. and determined there was a quorum present.

APPROVAL OF MINUTES. Quinn moved to approve the minutes from the January 23, 2020 meeting and the amended September 26, 2019 minutes. Donohue seconded. The motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS). Quinn moved to recommend to the full Board of Trustees to accept payment of current expenditures, including payroll, recurring expenditures, and special revenues including grants, gifts and donations. Donohue seconded the motion. The motion passed.

RECEIVE 2020 BUDGET STATUS REPORT TO DATE. DeAmico reported that the levy was still not posted, but that the next report should be correct.

RECEIVE 2019 BUDGET STATUS REPORT TO DATE. DeAmico reported on the 2019 budget status. She was pleased to report that the budget was not over as much as she had anticipated. The final report indicated a deficit of approximately \$6,000.

2019 MEAD PUBLIC LIBRARY RESERVE FUND BALANCE DeAmico reported that the library reserve fund balance is currently \$935,231.67. \$860,695.75 is 25 % of the 2020 Budget as a Contingency Fund, \$25,000 is restricted to Insurance Claims Reserves, \$20,000.00 is restricted to MPL roof repairs and \$14,400.00 is for 2019 Encumbered expenses. There was \$(6,903.50) over spent in 2019 which was credit to the 2019 reserve fund balance. Remaining is \$22,039.42 in unreserve fund balance. If the \$22,039.42 remains unused by the fiscal year end 2020, \$15,000 will be transferred to the MPL restricted roof repair reserve.

MATERIAL RETURN ROOM REVISED QUOTE DISCUSSION AND POSSIBLE ACTION DeAmico discussed the revised quote, noting that the cost of the bid had gone up more than double due to additional venting and heating requests. Quinn moved to approve the bid for \$34,427 for renovations to the material room. Speth seconded. The motion passed.

2020 2024 CITY OF SHEBOYGAN CAPITAL IMPROVEMENT PROGRAM MPL PROJECT DISCUSSION AND POSSIBLE ACTION Erickson reported on the City CIP plan for 2020 - 2024, noting Erickson s request for the 2021 Capital Improvement request of the HVAC III system to be presented to the City CIP Commission as the MPL s part of the funding. Quinn moved to approve Erickson requesting funding for the 2020 - 2025 CIP project of the HVAC phase
3. Donohue seconded. The motion passed.

ITEMS FOR FUTURE DISCUSSION FUTURE ITEMS FOR DISCUSSION No items were noted.

UPCOMING MEETINGS MEAD PUBLIC LIBRARY FINANCE COMMITTEE MEETING ON THURSDAY, JULY 23,2020 @ 3: 00 p.m. ADJOURN MOTION TO ADJOURN Quinn moved to adjourn the meeting, Donohue seconded. The motion passed.

Being no further business, the meeting adjourned at 3: 07 p.m.

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