

City of Sheboygan
2018-08-23

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REVISED Minutes Mead Public Library Finance Committee Meeting Thursday, August 23, 2018 2: 45 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, August 23, 2018 in The Board room.

Present Committee Members: MPL Finance Officer Chair Dolcye Johnson presiding, MPL Board President Maeve Quinn, and Alderperson Mary Lynne Donohue. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn. Other attendees: Darrell Hofland, City Administrator

OPENING OF MEETING CALL TO ORDER AND DETERMINATION OF QUORUM: Johnson called the meeting to order at 2: 46 p.m. and determined there was a quorum present.

APPROVAL OF MINUTES. Donohue moved to approve the Finance Committee minutes for Tuesday, June 19, 2018 meeting. Quinn 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). Donohue 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. Quinn seconded the motion. The motion passed.

2019 OPERATING BUDGET At this time, the agenda item 2.4 was discussed. Special guest Darrell Hofland, City Administrator, was in attendance. He spoke on Mead s requested budget and explained why the property tax levy increase we had asked for could not be fulfilled. It was primarily due to the levy limit, and the law to not increase taxes on current residents. Because of this, the additional amount requested can only be \$63,492 rather than the original \$267,000. After some discussion. DeAmico presented the committee with revised budget options. Option 1 suggested keeping the budget as is. Option 2, recommended by administration, is to make changes to revise and balance the budget. Option 3 was to approve a budget with changes that would put it out of balance for 2019 and submit it that way. Donohue moved to accept option 2 and recommend to the full board for approval. Quinn seconded. The motion passed.

RECEIVE 2018 BUDGET STATUS REPORT TO DATE DeAmico reported that the 2018 budget status has been reviewed and found to be in good order. There were a few accounts noted as being over the target for this time of year, but were

explained by DeAmico in her e-mail prior to the meeting.

RECORD RETENTION POLICY Erickson presented the new record retention policy for Wisconsin s public libraries. Quinn moved to accept and adopt the new record retention policy, which will expire in 2027. Donohue seconded. The motion passed.

SICK LEAVE RESERVE FUND Erickson explained the sick leave reserve fund and made the request to rescind the Sick Bank Upon Retirement , Policy # 15.52, by the end of the year and pay out participants at 100 % of earned benefit, up to 672 max hours, at the end of 2018. Quinn moved to discontinue the program as explained by Erickson. Donohue seconded. The motion passed.

ITEMS FOR FUTURE DISCUSSION

UPCOMING MEETINGS ESTABLISH TIME, DATE AND AGENDA ITEMS FOR FUTURE MEETINGS.

SEPTEMBER 27, 2018 at TBD.

ADJOURN MOTION TO ADJOURN Quinn moved to adjourn the meeting, Johnson seconded. The motion passed.

Being no further business the meeting adjourned at 3: 37 p.m.

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