

City of Sheboygan  
2018-04-19

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Minutes Mead Public Library Finance Committee Meeting Thursday, April 19, 2018: 45 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, April 19, 2018 in The Loft meeting room.

Present Committee Members: MPL Finance Officer Chair Dolcye Johnson presiding, MPL Board President Maeve Quinn, and Dirk Zylman. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn.

OPENING OF MEETING CALL TO ORDER AND DETERMINATION OF QUORUM: Johnson called the meeting to order at 2: 47 p.m. and determined there was a quorum present.

APPROVAL OF MINUTES.

Approval of the Finance Committee minutes for Thursday, February 22, 2018 meeting and Joint Finance Committee meeting minutes for Monday, March 12, 2018. Quinn moved to approve both the Finance Committee minutes and the Joint Finance Committee meeting minutes. Johnson 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. Johnson seconded the motion. 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.

CITY ANNUAL REPORT REVIEW AND POSSIBLE ACTION. It was determined that this item had already been completed at the February meeting.

DISCUSSION AND POSSIBLE ACTION ON MEAD PUBLIC LIBRARY CITY OF SHEBOYGAN 2019 2023 CIP PROJECT REQUESTS. After review, Zylman moved to accept the request for the HVAC and re-carpeting budget. Quinn seconded. The motion passed.

CIP CARPET PROJECT MATERIAL MOVING COMPANY. After some discussion, it was determined that the Finance committee will recommend this request to the full

board for approval.

DISCUSSION AND POSSIBLE ACTION TO ACCEPT QUOTE FROM ARCHITECT DESIGN FOR THE POTENTIAL LIBRARY REMODEL PROJECT. Erickson presented the two quotes for the architect design for the potential library remodel project. Quinn moved to accept the design from the company that already had the CAD drawings. Zylman seconded. The motion passed.

POSSIBLE CHANGE IN TABLE OF ORGANIZATION (TO). The TO was discussed and approved to recommend to the full board.

DISCUSSION AND POSSIBLE ACTION ON FORMAL PROCESS FOR WITHDRAWING FUNDS FROM THE MEAD LIBRARY INVESTMENT FUND. DeAmico did some research and determined that we already have a process in place.

ITEMS FOR FUTURE DISCUSSION 2019 LIBRARY BUDGET REVIEW. This item will be saved for the June 28, 2018 meeting.

ITEMS FOR FUTURE DISCUSSION ESTABLISH TIME AND DATE FOR NEXT MEETING. May 24, 2018 at TBD

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

Being no further business the meeting adjourned at 3: 25 p.m.

Generated by Sydney Mehn on Wednesday April 25, 2018