

City of Sheboygan
2018-02-22

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Minutes Mead Public Library Finance Committee Meeting Thursday, February 22, 2018: 45 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, February 22, 2018 in The Loft meeting room.

Present Committee Members: MPL Finance Officer Chair Dolcye Johnson presiding, MPL Board President Maeve Quinn, Alderman Henry Nelson, 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: 48 p.m. and determined there was a quorum present.

APPROVAL OF MINUTES.

Approval of the Finance Committee minutes for Thursday, January 25 th meeting. Quinn moved to approve the Finance Committee minutes for the January 25, 2017 meeting, Nelson 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). Nelson 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.

RECEIVE 2017 BUDGET STATUS REPORT TO DATE. DeAmico reported not much changed on the 2017 Y-T-D Financials since the December 2017 Finance Committee meeting. The year-end report did reflect a surplus in the budget, where it was initially thought there would not be one.

RECEIVE 2018 BUDGET STATUS REPORT TO DATE. DeAmico reported that the 2018 numbers thus far looked good. It was noted that the program budget and the supplies budget were a bit high for annual monthly estimate, however it was also noted that some areas are costly up front and would then taper off through the rest of the year.

CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES Funds were reviewed and determined to be in good order. It was decided at the January meeting that there should be a policy check/modification to determine what the

process should be by which funds are moved or withdrawn. DeAmico will be reviewing and determining a policy and will present that at the April finance meeting.

WI DEPARTMENT OF PUBLIC INSTRUCTION ANNUAL REPORT REVIEW AND POSSIBLE ACTION Committee reviewed and will bring to the full board for consideration.

CITY ANNUAL REPORT REVIEW AND POSSIBLE ACTION Committee reviewed and will bring to the full board for consideration.

UPCOMING MEETINGS ESTABLISH TIME AND DATE FOR NEXT MEETING Mead Public Library Finance Committee next meeting March 12, 2018, at 4: 00 p.m. in the Rocca Room. This will be a joint finance meeting with the city. It was also noted that the April meeting will be on April 19 th at 2: 45 in the Board Room.

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

Being no further business the meeting adjourned at 3: 35 p.m.

Generated by Sydney Mehn on Tuesday February 27, 2018