

City of Sheboygan
2018-01-25

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Minutes Mead Public Library Finance Committee Meeting Thursday, January 25, 2018:
45 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, January 25, 2018 in The Loft meeting room.

Present Committee Members: Dirk Zylman (acting chair) presiding, MPL Board President Maeve Quinn, and Alderman Henry Nelson. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn. Board of Trustee members absent: MPL Finance Officer Chair Dolcye Johnson

OPENING OF MEETING CALL TO ORDER AND DETERMINATION OF QUORUM: Zylman called the meeting to order at 3: 08 p.m. and determined there was a quorum present.

APPROVAL OF MINUTES.

Approval of the Finance Committee minutes for Thursday, December 14 th meeting. Nelson moved to approve the Finance Committee minutes for the December 14, 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.

RECEIVE 2018 BUDGET STATUS REPORT TO DATE. DeAmico reported with only a couple of weeks into the New Year there has been very little activity on the 2018 Y-T-D Budget.

850 FUNDS 4 TH QUARTER REPORT. Funds were reviewed and determined to be in good order. It was decided that there should be a policy check/modification to determine what the process should be by which funds are moved or withdrawn.

FUTURE CIP PROJECTS. Garrett and Debbie have met with Bernie Rammer and

Abacus Architects for suggestions regarding the basement project we ve been discussing. They will be getting back to us with a quote. Once decided if we move forward, the project will get bid out to various local companies for pricing. The first floor carpeting project was also discussed, we are in the process of getting bids for that. Lastly, the HVAC cooling towers replacement will be considered later this year.

CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES

UPCOMING MEETINGS ESTABLISH TIME AND DATE FOR NEXT MEETING Mead Public Library Finance Committee next meeting February 22, 2018, at 2: 45 p.m.

MPL FUNDS INVESTMENT POLICY UPDATES. Quinn brought up that a policy should be in place, or perhaps reviewed to determine what the process is by which the Trustees move or withdraw funds from the 850 account. This is to be discussed and reviewed at the next Finance meeting in February.

CITY ANNUAL REPORT. Quinn moved to bring the annual report to the City next month. Nelson seconded. The motion passed. Quinn then suggested that we join together to decide when it might be most beneficial for us to meet with the City for the annual joint finance meeting, and then suggest that time/date to them. She further requested that the library check the cost of being opened for the required hours, in the hope that we could get to that point in the future.

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

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

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