

City of Sheboygan
2017-12-14

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Minutes Mead Public Library Finance Committee Meeting Thursday, December 14, 2017 2: 30 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, December 14, 2017 in The Loft meeting room.

Present Committee Members: MPL Finance Officer Chair Dolcye Johnson, presiding, MPL Board President Maeve Quinn, and Alderman Henry Nelson. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Public Services Manager Melissa Prentice, Support Services Manager Diane Kallas, and Administrative Assistant Sydney Mehn. Board of Trustee members absent: Dirk Zylman.

OPENING OF MEETING CALL TO ORDER AND DETERMINATION OF QUORUM: Johnson called the meeting to order at 2: 30 p.m. Johnson determined there was a quorum present.

APPROVAL OF MINUTES.

Approval of the Finance Committee minutes for Thursday, November 16th meeting. Quinn moved to approve the Finance Committee minutes for the November 16, 2017 meeting, 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). 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. Budget was reviewed, with an overage of \$24,000. It was determined that we will look at and reevaluate our budget tracking system for materials in the coming year.

RESTRICTED GIFTS RECEIVED MPL FUNDS. Upon suggestion from DeAmico, it was decided that we will look at the deposit/withdrawal policy and amend to allow donations to be added to the 850 funds. See

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.7. They will then be invested and gather interest while we are waiting to use them at a later time.

CITY OF SHEBOYGAN 2018 EMPLOYEE PAY SCALE. There was an FYI report on the

City s proposed change in the employee pay scale. It has been decided that if it passes through Council, Mead will align with it.

FUTURE CIP PROJECTS. Basement prospects discussed, possibility of moving staff down and reallocating the upstairs space back to the public. Possibly to be funded by a future bequest that should be coming in January. More info to come next month. The City s plans were also discussed, with the announcement that the City will not be utilizing office space at the library, however they will be using meeting spaces fairly consistently.

MPL 2018 WISH LIST BALANCE OF REQUESTED ITEMS NOT FUNDED BY FRIENDS OF MPL AND/OR MPL FOUNDATION INC. Friends of Mead will be covering the majority of the programming expenses in 2018, Library is requesting to utilize the 850 funds for the remainder of the wishlist. Quinn moved to amend last month s motion to request money from the 850 fund: changing the amount from \$150,000 to approximately \$52,000. This will cover the remaining wish list items. Nelson seconded. The motion passed.

PROCESS FOR WITHDRAWING FUNDS FROM MEAD PUBLIC LIBRARY FUND. It was suggested that a step by step guide be put together to indicate the protocol of how to depositing/withdrawing funds from the 850 account in conjunction with the Foundation. This will be added on as a future agenda item.

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 January 25, 2018, at TBD time.

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

Being no further business the meeting adjourned at 3: 26 p.m.

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