

City of Sheboygan
2017-04-27

AKRMT45CBC62

Minutes Mead Public Library Finance Committee Meeting Thursday, April 27, 2017: 4:45 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, April 27, 2017 in The Loft meeting room.

Present Committee Members: MPL Board Treasurer Dirk Zylman, presiding, Board President Maeve Quinn, and Henry Nelson. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico.

Absent:

Dolcye Johnson

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM: Zylman called the meeting to order at 2:45 pm. Zylman determined there was a quorum present.

1.2 APPROVAL OF MINUTES.

Approval of the Finance Committee minutes for Thursday, March 23, 2017 meeting. Nelson moved to approve the Finance Committee minutes for the March 23, 2017 meeting, Quinn seconded. The motion passed.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 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 carried.

2.2 RECEIVE 2017 BUDGET STATUS REPORT TO DATE. The budget was reviewed by the committee and the percentages of income received and expenses are where they should be at this point of time.

2.3 DISCUSSION AND POSSIBLE ACTION ON ADDITIONAL COST RELATED TO THE MPL EMERGENCY GENERATOR.

Erickson went through the current estimated cost of thirty-five thousand dollars.

Erickson stated that MPL should have a better idea on the cost at the May 24, 2017 Finance Committee meeting .

2.4 DISCUSSION AND POSSIBLE ACTION EMPLOYEE WAGE STUDY.

Erickson and DeAmico presented the financial resources needed to align library staff into the proper city salary scale pay grades as determined by a salary study performed by DeAmico in 2016.

This study also did receive oversight from the City HR Department.

The plan was approved in concept by the library board in 2016, however, the funding source had not been determined at that time.

DeAmico pointed out that with the un-expected retirements in 2017 that the increases in wages could be covered under the current budget.

It was decided that Zylman would recommend to the full board to approve the increase in wages for targeted positions identified in the wage study as of July 1, 2017 under his financial report to the Board of Trustees at the April 27, 2017 board meeting.

2.5 DISCUSSION AND POSSIBLE ACTION ON 2016 RESERVE ACCOUNT BALANCES PRIORITY LIST.

Erickson and DeAmico agreed that the reserve account balance should be used to cover the additional wage increase and the re-install of the emergency generator.

Zylman stated that if all of the funds where not needed to do the targeted

expenses, there may be a need to use some of the funds on other items, or projects that are needed at MPL.

Nelson and Quinn agreed with Zylman. Zylman will report to the Board of Trustees of the targeted plan for the use of the MPL reserve fund balance.

2.6 DISCUSSION ON THE 2018 BUDGET PROCESS.

The 2018 budget process time line was discussed.

The committee will begin the 2018 budget discussion at the May 25, 2017 meeting.

The Finance Committee will present the 2018 Budget on June 22, 2017 to the full Board of Trustees and Zylman will ask for full board approval.

2.7 DISCUSS POSSIBLE FUTURE FINANCE COMMITTEE ISSUES/AGENDA ITEMS.

Additional costs related to the MPL emergency generator.

2.8 CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES

3. UPCOMING MEETINGS

3.1 Mead Public Library Finance Committee next meeting May 25, 2017 @ 2: 45 pm

4. ADJOURN

4.1 MOTION TO ADJOURN: Zylman concluded the Finance Committee at 3: 35 p.m.