

City of Sheboygan
2017-03-23

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Minutes Mead Public Library Finance Committee Meeting Thursday, March 23, 2017: 45 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, March 23, 2017 in The Loft meeting room.

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

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM: Zylman called the meeting to order at 2: 50 pm. Zylman determined there was a quorum present.

1.2 APPROVAL OF MINUTES.

Approval of the Finance Committee minutes for Thursday, February 23, 2017 meeting. Johnson moved to approve the Finance Committee minutes for the February 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). 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 carried.

2.2 RECEIVE 2016 BUDGET STATUS REPORT TO DATE

2.3 DISCUSSION 2016 RESERVE ACCOUNT BALANCES DeAmico reported that 25 % target goal in reserves has been met with an additional \$76 k. Admin to some back next month with suggestions for use of surplus.

2.4 DISCUSSION AND POSSIBLE ACTION ON 2016 DPI ANNUAL REPORT Johnson moved to recommend to the full board for approval. Quinn seconded. The motion passed.

2.5 DISCUSSION AND POSSIBLE ACTION ON ADDITIONAL COST RELATED TO THE MPL EMERGENCY GENERATOR Electrical engineering study completed earlier this week. No report yet.

2.6 DISCUSSION ON THE 2018 BUDGET PROCESS DeAmico beginning to work on figures and staff roster for wages. HR to meet in April to go over best options for submission in regards to employees.

2.7 DISCUSSION AND POSSIBLE ACTION ON 2018 - 2022 CIP FOR MEAD PUBLIC LIBRARY Only change was the removal of front-entry flooring as it will be paid for out of Library budget. No additional requests were added. Johnson moved to recommend to the full board for approval. Quinn seconded. The motion passed.

2.8 DISCUSSION AND POSSIBLE ACTION ON DYNAMIC & KW 2 MARKET RESEARCH PROPOSAL Quinn moved to recommend to full board the approval of spending up to \$10 k out of Everhard funds per the recommendation of the Library Services and Marketing Committee. Johnson seconded. The motion passed.

2.9 DISCUSSION AND POSSIBLE ACTION FINES & FEES COLLECTION TERMINATION OF COLLECTION SERVICE This matter will now be handled internally. Quinn moved to terminate services. Nelson seconded. The motion passed.

2.10 DISCUSS POSSIBLE FUTURE FINANCE COMMITTEE ISSUES/AGENDA ITEMS

2.11 CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES

3. UPCOMING MEETINGS

3.1 Mead Public Library Finance Committee next meeting April 27, 2017 @ TBD

4. ADJOURN

4.1 MOTION TO ADJOURN: Zylman concluded the Finance Committee at 3: 40 p.m.