

City of Sheboygan
2017-01-26

AGSKZM5412B7

Minutes Mead Public Library Finance Committee Meeting Thursday, January 26, 2017 3:15 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, January 26, 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

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM: Zylman called the meeting to order at 3:15 pm. Zylman determined there was a quorum present.

1.2 APPROVAL OF MINUTES.

Approval of the Finance Committee minutes for Thursday, November 17, 2016 meeting. Quinn moved to approve the Finance Committee minutes for the November 17, 2016 meeting, Nelson 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 2016 BUDGET STATUS TO DATE DeAmico reported not much changed on the

2016 Y-T-D Financials since the December 2016 Finance Committee meeting.

Final adjustments and entries should be completed in the near future, and the final Y-T-D Financials should be ready to be presented at the February 2017 Finance Committee meeting.

2.3 RECEIVE 2017 BUDGET STATUS TO DATE DeAmico reported with only a couple of weeks into the New Year there has been very little activity on the 2017 YTD Budget.

2.4 DISCUSSION ON PENDING ESTATE GIFT Zylman turned the discussion over to DeAmico to give and explain the details of a pending Estate Gift that is being left to the Library Foundation Inc. and which will be invested in the MPL funds.

DeAmico presented the pending Estate Gift and possible amount that the Mead Public Library Foundation will receive for investment.

DeAmico also informed the board that the earliest the MPLF will see a distribution would be in January 2018.

2.5 CITY OF SHEBOYGAN FINANCE DEPARTMENT GRANT ADMINISTRATION OVERSIGHT POLICY Erickson informed the Committee that the City of Sheboygan's Finance Department has created and it has been approved by the Council a new policy for applying and accepting grants.

Erickson reminded the Committee that he feels the Library would not fall under this new policy because of the State Statutes on Libraries.

Erickson has send correspondence to Darrell Hofland, City Administrator, Nancy Buss, City Finance Director and Chuck Adams, City Attorney a copy of the State Statue on Libraries in regards to the if the Library would fall under their policy or the State Statue.

Erickson will inform the Committee of the determination once he has a reply.

2.6 UNIQUE COLLECTION AGENCY A discussion was led by DeAmico in regards to the

current collection agency MPL is using to collect past due patron s fines and fees.

DeAmico did an analysis with scenarios of MPL doing the collecting of past due fines and fees vs. State of Wisconsin s Department of Revenue vs. Unique collections.

After a short discussion it was decided to table the discussion to allow DeAmico to look into the options, and report back to the Committee at the February 23, 2017 meeting.

2.7 DISCUSS POSSIBLE FUTURE FINANCE COMMITTEE ISSUES/AGENDA ITEMS

2.8 CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES

3. UPCOMING MEETINGS

3.1 Mead Public Library Finance Committee next meeting February 23, 2017 @ TBD

4. ADJOURN

4.1 MOTION TO ADJOURN: Johnson moved to adjourn the January 26, 2017 Finance Committee meeting; Quinn seconded the motion.

The motion passed. Zylman concluded the Finance Committee at 3: 43 p.m.