

City of Sheboygan
2016-10-25

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MinutesMead Public LibraryFinance Committee MeetingTuesday, October 25, 20164:
00 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on
Tuesday,October 25, 2016 in the Library Board Room.

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

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM: Zylman called the meeting to
order at 4: 00 pm. Zylman determined there was a quorum present.

1.2 APPROVAL OF MINUTES.

Approval of the Finance Committee minutes for Thursday, September 22, 2016
meeting. Nelson moved to approve the Finance Committee minutes for the September
22, 2016 meeting, Zylman seconded, Johnson abstained. 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. Johnson seconded the motion.

The motion carried.

2.2 RECEIVE 2016 BUDGET STATUS TO DATE All categories on pace.

2.3 DISCUSS AND POSSIBLE ACTION ON FUNDING FUTURE CAPITAL IMPROVEMENT PROJECTS City has a five year plan which was referred to City Finance and approved. It will now go back to Council for final approval. Library has boilers, new carpeting, security system and cooling system repairs within that plan). Next step is looking at Library reserve funds to see what, if any, efficiency projects could be taken care of once CIP is approved.

Johnson moved to recommend to full board to move forward with RFID project and e-commerce payment system contingent on city CIP final approval. Nelson seconded. The motion carried.

2.4 DISCUSSION AND POSSIBLE ACTION ON 2017 WAGE SCALE UPDATED Discussion was had by committee member, City Administrator and staff. Zylman will report to the board that HR will look at the salary scale update and makes its recommendations to the Board of Trustees.

2.5 DISCUSS POSSIBLE FUTURE FINANCE COMMITTEE ISSUES/AGENDA ITEMS-TBD

2.6 CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES

3. UPCOMING MEETINGS

3.1 Mead Public Library Finance Committee next meeting November 17 th, 2016 @ 2: 45 p.m.

4. ADJOURN

4.1 MOTION TO ADJOURN: Johnson moved to adjourn the October 25, 2016 Finance Committee meeting; Nelson seconded the motion.

The motion passed. Zylman concluded the Finance Committee at 5: 05 p.m.