

MinutesMead Public LibraryFinance Committee MeetingThursday, June 23, 20162: 30
p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on
Thursday, May 26, 2016 in the Library Board Room.

Present Committee Members: Dirk Zylman, presiding, Dolcye Johnson, Henry
Nelson and Maeve Quinn. Staff members present:

Garrett Erickson, Debbie DeAmico and Lauren Richmond.

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM: Zylman called the meeting to
order at 2: 30 pm. Zylman determined there was a quorum present.

1.2 APPROVAL OF MINUTES.

Approval of the Finance Committee minutes for May 26, 2016 meeting. Johnson
moved to approve the Finance Committee minutes for the May 26, 2016 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). Johnson 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. Nelson seconded the motion.

The motion carried.

2.2 REVIEW 2016 BUDGET STATUS TO DATE 2015 carryover donations have now been spent out. Balance is \$0.00.

2.3 DISCUSSION REVISED CIP SCHEDULE Front entrance and clock tower have been removed from the list. City is assuming responsibility for those projects.

2.4 2017 BUDGET DISCUSSION AND POSSIBLE RECOMMENDATION TO THE BOARD OF TRUSTEES To cover the shortfall, it is the recommendation of administration to terminate contract with Enviroclean at the end of 2016 and hire internally saving an additional \$27,000 above the shortfall. Looking to hire two part-time employees. Collections budget is holding steady despite the flat budget. Nelson moved to recommend to full board to cancel the contract with Enviroclean to cover the shortfall and add up to three new hires as cleaning staff. Quinn seconded the motion. The motion carried. Nelson moved to recommend to full board to approve the 2017 budget as amended by the previous motion. Johnson seconded. The motion carried.

2.5 UNRESTRICTED DONATIONS POLICY DISCUSSION AND POSSIBLE RECOMMENDATION TO THE LIBRARY BOARD OF TRUSTEES Current by-laws as well as policy state that donations over \$100 go to the Foundation but do not specify which account. Currently the two accounts are the Foundation Investment account and the Library 850 account which is held by the Foundation but controlled by the Library. Refer to Policy Committee to look at Item C-Monetary Gifts and further define the language.

2.6 DISCUSS POSSIBLE FUTURE COMMITTEE ISSUES/AGENDA ITEMS-Salary Study-Pay scale revision-Comparative Library Hours Study

2.7 CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES

3. UPCOMING MEETINGS

3.1 Mead Public Library Finance Committee next meeting August 25 th, 2016 @ 2:30 p.m.

4. ADJOURN

4.1 MOTION TO ADJOURN: Quinn moved to adjourn the June 23, 2016 Finance Committee meeting; Johnson seconded the motion.

The motion passed. Zylman concluded the Finance Committee at 3: 20 p.m.