

City of Sheboygan
2016-05-26

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MinutesMead Public LibraryFinance Committee MeetingThursday, May 26, 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 and Maeve
Quinn. Staff members present:

Garrett Erickson, Debbie DeAmico and Lauren Richmond. Absent: Henry Nelson

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 April 28, 2016 meeting. Zylman
moved to approve the Finance Committee minutes for the April 28, 2016 meeting,
Quinn seconded.

Johnson abstained from voting. 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. Quinn seconded the motion.

The motion carried.

2.2 REVIEW 2016 BUDGET STATUS TO DATE Currently at 37.63 percent (41 percent budgeted). Everything is in line regarding personnel but there are some open positions on the T.O. Future conversation to be had with City Administrator regarding replacing staff in the future, since the library is a unique department of the City.

2.3 CIP DISCUSSION AND POSSIBLE ACTION The replacement of the cooling towers on the roof have been added to the list for a 2018 - 2019 need. Quinn moved to accept the document and forward the top four priorities to the City CIP Committee. Jonson seconded. The motion carried.

2.4 2017 BUDGET DISCUSSION AND ESLS VARIOUS COSTS DeAmico is still waiting to confirm final 2017 health insurance and WRS costs before completing a final budget. Using the same format as past years, the City is requesting submission by June 18, 2016. The ESLS merger is not finalized yet, anticipated cost increase of approximately \$22000.

2.5 DISCUSS AND POSSIBLE ACTION ON FORMAT FOR THE MEAD PUBLIC LIBRARY ANNUAL REPORTS Full report cost is \$781.65, abbreviated report cost is \$430.58. Committee agrees that the full report is not necessary. Quinn moved to recommend to full board that the full annual report be eliminated and to continue to use the abbreviated version with the inclusion of a year-end statistical document. Johnson seconded. The motion carried.

2.6 DISCUSS POSSIBLE FUTURE COMMITTEE ISSUES/AGENDA ITEMS-Salary Study-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 June 23, 2016 @ 2: 30 p.m.

4. ADJOURN

4.1 MOTION TO ADJOURN: Quinn moved to adjourn the May 26, 2016 Finance Committee meeting; Johnson seconded the motion.

The motion passed. Zylman concluded the Finance Committee at 3: 25 p.m.