

City of Sheboygan
2016-03-17

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Minutes Mead Public Library Finance Committee Meeting Thursday, March 17, 2016
2: 45 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, March 17, 2016 in the Library Board Room.

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

Garrett Erickson, Debbie DeAmico and Lauren Richmond. City Staff present: Jim Amodeo.

Absent: Dolcye Johnson

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 February 25, 2016 meeting. Quinn moved to approve the Finance Committee minutes for the February 25, 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). With no additional questions, 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 REVIEW AND POSSIBLE ACTION ON TRANSFER OF 850 EVERHARD/FORRER LIBRARY TRUST RESERVE FUNDS TRANSFER. Quinn moved to recommend the full board to approve

the transfer of funds. Nelson seconded the motion. The motion carried.

2.3 REVIEW AND POSSIBLE RECOMMENDATION TO BOARD OF TRUSTEES 2015 MPL ANNUAL FINANCIAL & 850 FUNDS REPORT DeAmico reports that \$57,000 was set-up in sick leave liability. Some unspent donations were also transferred over so they are no longer in the reserves. The only reason 2015 was balanced was due to the decision to not replace an administrative position. A typo in the annual report was found 2012 / 2013 listed instead of the correct 2014 / 2015. DeAmico will correct in the report. Nelson moved to accept the 2015 Annual Report with corrections and 850 Funds Report and recommend to the full board for approval. Quinn seconded the motion. The motion carried.

2.4 RECEIVE 2016 BUDGET STATUS TO DATE Nelson questioned the ESLS listed transactions. DeAmico explained that they were estimated incomes, and turned out to be higher than anticipated.

2.5 REVIEW OF METRICS PERSONNEL METRICS Over budget this month due to the earlier meeting coming before a second pay period. The difference in director salary increase to be taken from unused personnel funds in Technical Services.

2.6 DISCUSSION AND PRIORITIZE CAPITAL PROJECTS PLAN THE RESERVE FUND TARGET FOR THE END OF FISCAL YEAR Erickson notes that the estimate for the carpeting replacement is for the entire building, but can be broken down into higher priority areas such as the 3 rd floor and 1 st floor as 3 rd floor has areas that are a safety concern and 1 st floor is really worn.

Nelson would like to see new carpet and internal security system be the top two priorities suggested to the full board. He would put the new phone system 3 rd on the list due to the lower cost and possibility of piggybacking onto the City s current upgrade.

Quinn would like to see all of the items relating to safety be pushed to the

top of the list. Specifically phase 3 of the boiler replacement and new carpeting. She also notes that she would like to hold off on the new RFID system until we have more clarification after June when the possible ESLS merger has been decided on.

The finalization of CIP priorities to recommend to the full board will be decided on next month.

2.7 DISCUSS POSSIBLE FUTURE COMMITTEE ISSUES/AGENDA ITEMS -Potential recommendation to Foundation to request funds from Kohler to assist with generator repair/replacement

2.8 CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES

3. UPCOMING MEETINGS

3.1 Mead Public Library Finance Committee next meeting April 28, 2016, 2016 @ 2: 30 pm.

4. ADJOURN

4.1 MOTION TO ADJOURN: Quinn moved to adjourn the March 17, 2016 Finance Committee meeting; Nelson seconded the motion.

The motion passed. Zylman concluded the Finance Committee at 3: 35 p.m.