

City of Sheboygan
2016-02-25

A6LUD56A6C0F

Minutes Mead Public Library Finance Committee Meeting Thursday, February 25, 2016 2: 45 p.m.

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

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

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

Absent:

Dirk Zylman

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM:

Nelson called the meeting to order at 2: 45 pm.

Nelson determined there was a quorum present.

1.2 APPROVAL OF MINUTES.

Approval of the Finance Committee minutes for January 28, 2016 meeting.

Quinn moved to approve the Finance Committee minutes for the January 28, 2016 meeting, Johnson 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, Quinn 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 REVIEW & DISCUSSION OF 2015 DPI (WI DEPT OF PUBLIC INSTRUCTION) PUBLIC LIBRARY ANNUAL REPORT POSSIBLE RECOMMENDATION TO BOARD OF TRUSTEES. Nelson questioned the MPL Table of Organization total FTE s vs. the DPI report FTE s.

DeAmico explained that MPL is based on number of full and part-time employees and the DPI report is based on actual employee hours.

DeAmico explained that there are some employee s under 20 hours per week that brings the total of FTE s on the DPI annual report lower than the MPL Table of Organization.

DeAmico said that the MPL Table of Organization will be updated when doing the 2017 budget process.

Johnson moved to recommend the full board to accept and file the 2015 DPI Annual Report.

Quinn seconded the motion. The motion carried.

2.3 REVIEW OF METRICS PERSONNEL METRICS: DeAmico reviewed the personnel metric in Zylman s absence and reported MPL payroll is under budget based on 2016 employee raises not going into effect until February 14, 2016 which won t reflect on the Y-T-D budget until the March 11, 2016 payroll.

2.4 RECEIVE 2015 & 2016 BUDGET STATUS TO DATE.

DeAmico explained the accounts that were over-budget for this fiscal time period being reported.

Most of the overages are timing issues with purchasing inventory items.

2.5 DISCUSSION AND PRIORITIZE CAPITAL PROJECTS PLAN THE RESERVE FUND TARGET FOR THE END OF THE FISCAL YEAR.

Finance committee members were in consensus that the Library Director and his staff should prioritize the capital projects.

Quinn made a suggestion that she would like to see the security system and boiler considered as top priorities.

2.6 2017 BUDGET DISCUSSION STRATEGY TIME LINE.

Finance committee members were in agreement that MPL should follow the guidelines and timeline distributed by the City Chief Administrator Jim Amodeo.

Amodeo stated 2017 budget would be flat again, however, he felt that 2018 would be better.

Amodeo did mention a new City Administrator may have different thoughts.

2.7 DISCUSS POSSIBLE FUTURE COMMITTEE ISSUES/AGENDA ITEMS

- Salary Study - Library Hours Study

2.8 CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES

3. UPCOMING MEETINGS

3.1 Mead Public Library Finance Committee next meeting March 17, 2016, 2016 @ 2: 45 pm.

4. ADJOURN

4.1 MOTION TO ADJOURN:

Johnson moved to adjourn the February 25, 2016 Finance Committee meeting; Quinn seconded the motion.

The motion passed.

Nelson concluded the Finance Committee at 3: 25 p.m.