

City of Sheboygan
2016-01-28

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Minutes Mead Public Library Finance Committee Meeting Thursday, January 28,
2016 2: 45 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on
Thursday, January 28, 2016 in the Library Board Room.

Present Committee Members: Dirk Zylman presiding:

Henry Nelson, Dolcye Johnson, and Maeve Quinn. Staff members present:

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

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM:

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

Zylman determined there was a quorum present.

1.2 APPROVAL OF MINUTES.

Approval of the Finance Committee minutes for December 17, 2015 meeting.

Quinn moved to approve the Finance Committee minutes for the December 17, 2015
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. Johnson seconded the
motion.

The motion carried.

2.2 DISCUSSION AND RECOMMENDATION TO THE BOARD OF TRUSTEES TO ACCEPT THE NEH GRANT FUNDS AND FRIENDS OF MPL 2016 DONATION National Endowment for the Humanities grant was just under \$11,000. Deb Voss applied and was awarded the prestigious grant that will be used to capture local history and offer scanning education to the community. The Friends have pledged \$27,200 this year to pay for programming and new furniture for the Caf,. Johnson moved to recommend the full board accepts the NEH grant funds and the 2016 Friends of MPL donation. Quinn seconded the motion. The motion carried.

2.3 REVIEW AND DISCUSS 850 FUNDS 2015 year end was lower than 2014. This is to be expected. Over time there will be bumps but the goal is to out-perform the benchmark long-term.

2.4 REVIEW OF METRICS PERSONNEL METRICS December 15 th actual not included as January only had two days in the pay-period.

2.5 RECEIVE 2015 & 2016 BUDGET STATUS TO DATE The library has been responsible in not spending just to spend. The percentages of overages are misleading on the report, true numbers are minimal. Unemployment should be completely paid out now.

Jim Amodeo reports that the budget timeline will be the same as it was in 2015. They are still in discussion about a new or renovated City Hall.

2.6 DISCUSSION AND PRIORITIZE CAPITAL PROJECTS PLAN THE RESERVE FUND TARGET FOR THE END OF THE FISCAL YEAR Committee was presented a list of everything needed. Erickson states that it hasn t been prioritized yet, but with the exception of moving security to the top, it is mostly in order. We are still

awaiting City Hall to finalize the new phone system to see a true cost on piggybacking with their upgrade to avoid the cost of doing it on our own. Johnson asks to hold the discussion for now as we still have several months to finalize.

2.7 DISCUSS POSSIBLE FUTURE COMMITTEE ISSUES/AGENDA ITEMS -Salary Study
-Library Hours Study -Capital Improvement Funds

2.8 MOTION TO CONVENE IN CLOSED SESSION FOR THE PURPOSE OF EVALUATING THE PERFORMANCE OF THE LIBRARY DIRECTOR UNDER THE EXCEPTION SET FORTH IN WISCONSIN STATE STATUTES

19.85 (1)(C) FOR CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION, OR PERFORMANCE EVALUATION DATA OR ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY Johnson moved to convene in closed session. Nelson seconded the motion.

2.9 ROLL CALL VOTE TO GO INTO CLOSED SESSION None opposed. Motion carried.

2.10 CLOSED SESSION

2.11 RECONVENE IN OPEN SESSION Johnson moved to reconvene in open session. Nelson seconded the motion. The motion carried.

2.12 POSSIBLE ACTION ON LIBRARY DIRECTOR PERFORMANCE APPRAISAL RECOMMENDATION TO THE BOARD OF TRUSTEES Further discussion will be completed in the full Board of Directors meeting.

2.13 CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES

3. UPCOMING MEETINGS

3.1 Mead Public Library Finance Committee next meeting February 25, 2016 @ 2:45 pm.

4. ADJOURN

4.1 MOTION TO ADJOURN Johnson moved to adjourn the January 28, 2016 Finance Committee meeting; Nelson seconded the motion.

The motion passed.

Zylman concluded the Finance Committee at 3: 30 p.m.