

Minutes Mead Public Library Finance Committee Meeting Thursday, December 17, 2015 2: 45 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, November 19, 2015 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.

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 November 19, 2015 meeting.

Johnson

moved to approve the Finance Committee minutes for the November 19, 2015 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). 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 OF METRICS: PERSONNEL METRICS: 24 th payroll shown on report. Both cost centers at 80 %, which is where they should be with two remaining pay periods left in the year. Note: report should say November not December.

2.3 RECEIVED 2015 BUDGET STATUS REPORT TO DATE: Everything looks to be at appropriate percentages for the year. Purchasing cut-off was December 15 th so DeAmico can close out the books by January. Staff was also asked to spend as little operating funds as they could to leave as much in the reserve as possible. Johnson questions the increase in insurance costs, DeAmico explained it all goes through the City and they must have been charged more. Parking assessment only at 45 %. Rates are not going up next year and all permits are being verified to ensure we aren t paying for non-existing permits or past employee permits.

2.4 DISCUSSION AND PLAN THE RESERVE FUND TARGET FOR THE END OF FISCAL YEAR: Erickson reports the boiler project is at the top of the list with an estimated \$300,000 cost. Other suggested projects include brick sidewalk replacement, but hoping to work with the BID/Street Dept./Park and Rec. Dept. to include that work in the planned landscaping across the street. A new phone system will be installed at City Hall in 2016. Would like to be a part of that upgrade but not sure if there would be a cost or monthly fee to be included. Erickson reports that once we have a hard number, it will be possible to decide which priority to earmark. Discussion on the current procedure of moving Library money through City Hall with approval by Common Council still needed. Potential change with new City staff changes in the year to come.

2.5 DISCUSSION POSSIBLE 2016 FINANCE COMMITTEE PRIORITIES;

Johnson suggests a salary study.

Zylman suggests a list with prioritized capital projects.

Quinn would like to have a future comparative library hours discussion.

Zylman would like to discuss a strategy to get more patrons into the library.

2.6 FUTURE FINANCE COMMITTEE AGENDA ITEMS

Discussion and possible action on MPL Pay Scale Revision Donor solicitation to pay for capital improvements and building upgrades/repairs CIP-future capital expenditures priority list discuss at January 2016 Finance Committee Meeting

2.7 CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES Zylman confirmed the committee report to MPL Board of Trustees.

3. UPCOMING MEETINGS

3.1 Mead Public Library Finance Committee next meeting January 28, 2015 @ 2: 45 pm.

4. ADJOURN

4.1 MOTION TO ADJOURN Quinn moved to adjourn the September 24, 2015 Finance Committee meeting; Johnson seconded the motion.

The motion passed.

Zylman concluded the Finance Committee at 2: 45 p.m.