

City of Sheboygan  
2015-09-24

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Minutes Mead Public Library Finance Committee Meeting Thursday, September 24, 2015 2: 45 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, September 24, 2015 in the Library Board Room.

Present Committee Members: Dirk Zylman presiding:

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

Garrett Erickson and Debbie DeAmico.

Others:

Jim Amodeo, City of Sheboygan Chief Administrator.

Absent: Darryl Carlson

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 August 27, 2015 meeting.

Johnson moved to approve the Finance Committee minutes for the August 27, 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). Johnson questioned the interpreter expense and what that was for.

Erickson informed the committee that this cost was for a deaf patron for a series program.

Being no further 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:

Zylman went over the new personnel cost metric, and informed the committee that the new reporting format is easier to read and understand.

This metric gives a quick reference on where wages stand at the current period.

## 2.3 RECEIVED 2015 BUDGET STATUS REPORT TO DATE:

Zylman & Johnson questioned DeAmico on some of the variances that appears high or low for the time frame being reported.

DeAmico gave explanations to the monthly over budget and under budgeted items.

## 2.4 FUTURE FINANCE COMMITTEE AGENDA ITEMS

Discussion and possible action on MPL Pay Scale Revision Discuss and plan the reserve fund target for the end of fiscal year - Discussion at October 2015 Finance Committee meeting. Donor solicitation to pay for capital improvements and building upgrades/repairs Accounts Payables payments paid on a weekly basis vs. twice a month.

Discussion at

October 2015 Finance Committee meeting.

2.5 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 October 22, 2015 @ 2: 45 pm.

4. ADJOURN

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

The motion passed.

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