

City of Sheboygan  
2015-07-23

9XRR9A5B7944

Minutes Mead Public Library Finance Committee Meeting Thursday, July 23, 2015  
3: 00 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, July 23, 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.

## 1. OPENING OF MEETING

### 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM:

Zylman called the meeting to order at 3: 00 p.m.

Zylman determined there was a quorum present.

### 1.2 APPROVAL OF MINUTES.

Approval of the Finance Committee minutes for June 25, 2015 meeting.

Nelson moved to approve the Finance Committee minutes for the June 25, 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).

Being no questions, Nelson moved to recommend to the full Board of Trustees to accept payment of current expenditures, including payroll, reoccurring expenditures, and special revenues including grants, gifts and donations. Johnson seconded the motion.

The motion carried.

## 2.2 REVIEW OF METRICS.

DeAmico pointed out that MPL was at (7.49 %) under budget on the current personnel metric.

## 2.3 RECEIVED 2015 BUDGET STATUS REPORT TO DATE.

Johnson questioned what the expense was for on account # 25551100 - 521100 Banking Fees.

DeAmico told the committee she would call Nancy Buss, City Finance Director and find out who the expense was paid to and what the expense is for.

Zylman questioned DeAmico on a few accounts for explanation, DeAmico provided the explanations on the expense accounts that were questioned.

2.4 UPDATE ON ALLOCIATION OF 850 FUNDS. Johnson questioned why is the cash transfer was not showing on the 2 nd quarter investment report.

Zylman explained the cash balance was transferred after the 2 nd quarter statement was issued and will be reflected in the investments on the 3 rd quarter statement.

Zylman clarified the report, and pointed out that the funds exceeded the bench marks.

Quinn mentioned that the 850 funds have made more money in 2015 vs. what was being made in interest while the City of Sheboygan was investing the funds.

## 2.5 ESTIMATED COST TO INCREASE MPL HOURS OF OPERATION TO MEET DPI STANDARDS.

Erickson referred to the attached document in Board Docs titled Estimated Cost to Increase MPL Hours of Operation.docx (16 KB) and passed around the present WI Public Library Standards, Fifth Edition.

Erickson explained that with a flat budget it would be difficult to achieve additional hours of operation if MPL doesn't increase the amount of staff from what the current Table of Organization shows.

Quinn would like to see if the additional amount could be incorporated into 2017 budget for the additional staffing hours, or the hiring of additional staff needed to increase the MPL's hours of operations

## 2.6 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 Donor solicitation to pay for capital improvements and building upgrades/repairs

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 August 27, 2015 @ 2: 45 PM Mead Public Library Finance Committee meeting.

## 4. ADJOURN

4.1 MOTION TO ADJOURN Nelson moved to adjourn the July 23, 2015 Finance Committee meeting; Quinn seconded the motion.

The motion passed.

Zylman concluded the Finance Committee meeting at

3: 40 p.m.