

City of Sheboygan
2015-04-23

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Minutes Mead Public Library Finance Committee Meeting Thursday, April 23, 2015
2: 30 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, April 23, 2015 in the Library Board Room.

Present Committee Members: Dirk Zylman presiding:

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

Garrett Erickson and Debbie DeAmico.

Others:

Jim Amodeo, City of Sheboygan Chief Administrative Officer.

Call to Order. Zylman called the meeting to order at 2: 30 p.m.

Zylman determined there was a quorum present.

Approval of the March 19, 2015 Committee minutes.

Carlson moved to approve the Finance Committee minutes for the March 19, 2015 meeting; Johnson seconded.

The motion passed.

Review and possible action on payment of current expenditures, including payroll.

Nelson moved to accept payment of current expenditures, including payroll and reoccurring expenditures, Quinn seconded the motion.

The motion carried.

Special Revenues including Grants, Gifts and Donations.

Zylman informed the committee that there were donations received by Ivy League Garden, Gregory & Lynnette Rakun, Friends of Mead Public Library, Martha Wortche and the Lakeshore Garden Club.

A motion was made by Carlson to accept the restricted and non-restricted gifts and donations that were received in April 2015.

Johnson seconded the motion.

The motion carried.

Review of Metrics.

DeAmico pointed out that MPL was at (8.72 %) under budget on the current metrics.

Part of the reason for the under budget is due to the two week payroll withholding and the payroll accrual does not reflect the 2015 wage increases.

Also with the Administrative Specialist position becoming vacant at the end of 2014, the entire salary for that position was budgeted in the 2015 budget.

Zylman mentioned this is a tool to help keep on track the personnel expense being as the staff wages and benefits is roughly 70 % of the total 2015 budget.

850 Funds Quarterly Portfolio Overview.

Zylman pointed out that the funds had a gain of \$8,244 between the December 31, 2014 4 th Quarter reviews to the March 31, 2015 1 st Quarter review.

The balance of the funds in 500 Bank Insured Deposit will be transferred into other funds in June of 2015.

The funds are increasing at a higher rate than when they were invested by the City of Sheboygan investment pool.

2015 Budget Status report to date.

Zylman noted the budget as of the April 2015 Finance Committee meeting looks to be where it should be for that time frame.

DeAmico explained the high percentages on a few of the accounts is the re-occurring PO s encumbrance which represents the higher % of spent vs. budget.

Johnson questioned what the banking fees are for?

DeAmico will check with the City Finance Department for an explanation for that expense and will respond to Johnson.

City of Sheboygan/MPL Agreement of sick/vacation payouts.

Zylman asked Erickson to lead the discussion the City of Sheboygan/MPL agreement of sick/vacation payouts.

Erickson explained the background behind the original agreement as well as how the figures were arrived at in the Termination Agreement (which would rescind the original agreement).

In the proposed termination agreement, the library would receive \$119,546.89 from the City of Sheboygan to be placed in the library reserve fund.

In return, the library would take over the payment of separation benefits to current library employees.

DeAmico stated that there are many different payout options that have to be considered when the employee terminates their employment and is eligible for this benefit.

DeAmico stated the total payout could be as little as \$86,000, or as high as \$186,000.

Zylman stated from a financial side it makes sense to accept this offer and have the funds transferred back into the MPL reserves.

Quinn moved to recommend to the Board of Trustees to assume the Board's liability and obligation for the payment of library employee separation expenses, and to accept the balance of \$119,546 from the City of Sheboygan to be transferred to the libraries reserve account.

Johnson seconded; the motion carried.

2016 Budget Preliminary Discussion.

Zylman told the committee it is a bit early to have a preliminary budget for the April 2015 Finance Committee meeting.

Zylman directed the questions to DeAmico in regards to the 2015 budget

preliminary figures.

Staff wages were discussed and agreed to present the budget with a starting point of 2 % merit and incentive figure.

Amodeo stated the City of Sheboygan is using the pay increase range of 1.25 % bottom end to 1.50 % top end with a .50 incentive for employees who exceed their job performance.

DeAmico stated the City's Fiscal Planning Committee has not met and Sheboygan County has not announced their rate for reimbursement as of date.

After short discussion it was decided that DeAmico and Erickson will have a preliminary budget ready for discussion at the May Finance Committee meeting.

Future Finance Committee agenda items

Discuss and plan the reserve fund target for the end of fiscal year Donor solicitation to pay for capital improvements and building upgrades/repairs MPL wage scale vs. City of Sheboygan wage scale Capital Improvement Projects (CIP)

Confirm Committee Report to Mead Public Library Board of Trustees.

Zylman confirmed the committee report to MPL Board of Trustees.

Next meeting:

May 28, 2015 @ 2: 15 pm.

Adjourn:

Carlson moved to adjourn the Finance Committee meeting; Quinn seconded the motion.

The motion passed.

Zylman concluded the Finance Committee meeting at 3: 25 p.m.