

City of Sheboygan
2015-03-19

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Minutes Mead Public Library Finance Committee Meeting Thursday, March 19, 2015
2: 30 p.m.

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

Present Committee Members:

Henry Nelson, presiding; Dolcye Johnson, Maeve Quinn, Darryl Carlson and
Kathie Norman. Staff members present:

Garrett Erickson and Debbie DeAmico.

Others:

Nancy Buss, City of Sheboygan Finance Director.

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

Nelson determined there was a quorum present.

Approval of the February 26, 2015 Committee minutes.

Quinn moved to approve the Finance Committee minutes for the February 26, 2015
meeting; Johnson seconded.

The motion passed.

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

Carlson 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.

DeAmico informed the committee that there were two donations from the Mead Public Library Foundation totaling \$12,000 and MPL received a LSTA Grant for a Digital Creation Lab in the amount of \$10,600.00.

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

Johnson seconded the motion.

The motion carried.

Review of Metrics.

Nelson asked DeAmico to present the review of personnel metrics to the committee.

DeAmico stated that the budget is still slightly under budget because of the late December 2014 retirements with replacements not being hired until March 2015.

2015 Budget Status report to date.

Nelson asked DeAmico to present the 2015 YTD-Budget report.

DeAmico said the budget looks in good shape, and that any expenses that were over 25 % she looked at and sent out explanations to the Finance Committee members before the meeting for their review.

Johnson questioned the parking fees that looked above where they should be.

DeAmico informed the committee that she received the invoice from the Sheboygan Parking Utility, and that the fees were charged at the yearly rate instead of being billed quarterly.

Discussion and possible action to change job description of Business Specialist.

Nelson asked that Erickson begin this discussion.

Erickson explained that with the retirement of the Administrative Assistant II in December 2014, responsibilities were added to the Business Specialist s job description.

Erickson explained this was discussed in the Human Resource Committee meeting on March 10, and was approved to change the Business Specialist job description to Business Manager with a pay increase from pay grade 7 to 10.

Carlson made a motion to recommend to the Board of Trustees to change the Business Specialist title to Business Manager with a pay grade change from 7 to the pay grade of 10.

Johnson seconded the motion.

The motion carried.

2016 Budget Preliminary Discussion.

Nelson asked if the City had a timeline for the 2016 budget.

Buss responded that Jim Amodeo did hand out a 2016 timeline at the March Committee of the Whole meeting and would forward a copy to Erickson.

DeAmico asked the Finance Committee how they would like her to approach the wage portion of the 2016 budget.

Johnson recommended that DeAmico use a 2 % increase for wages for 2016 and no furlough days. Nelson commented on how the City increases their wage scale while the Library continues to see flat budgets and a flat wage scale.

If the library continues to receive flat or cuts to the budget, services will need to be cut.

There was discussion on the City's new approved pay scale, and how the library salary scale is now further out of alignment with the City.

DeAmico will do a budget for comparison with the current pay scale and with the updated city pay scale.

DeAmico will also look at the materials purchase accounts to see if those can be increased to a higher percentage for 2016.

Nelson asked what the DPI looks for in regards to the percent of materials purchased.

Erickson informed the committee that the percentage is set according to a city's population.

DeAmico stated that at this time there is only one retirement scheduled for 2015.

Nelson asked if MPL could possibly share any services with the City, County, or Eastern Shores which would help decrease the budget without having to cut any library services.

Carlson asked if there would be a possibility of any contracted services to replace any job positions that would be a cost savings.

DeAmico will have a preliminary budget ready for the April 2015 Finance Committee for review and discussion.

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

Nelson asked Erickson to lead the discussion on this matter.

Erickson explained that when a retirement happened under the agreement between the City of Sheboygan and the Mead Public Library, the library was to pay a cost savings difference to the City of Sheboygan.

Somewhere along the line, MPL informed the City Human Resources Department but never informed City Finance Department of the cost savings.

Erickson then turned over the conversation to Buss to explain the differences in the cost savings vs. reserve balance and the current balance.

Buss explained the initial transfer was \$443,952 and that the current savings owed to the City was (\$272,647).

Also, Buss stated that the City made an over payment of (\$51,757) which leaves a current balance of \$119,546.

The amount of sick leave pay the Library owes to future retirees is currently \$117,900.

Buss explained that this agreement was very difficult to interpret and it took a lot of work and many hours between herself, Jim Amodeo, Erickson and DeAmico to get a total.

Buss clarified some questions that Quinn asked in regards to the calculation.

Quinn also asked why the Library should do this.

One reason discussed was to ensure the Library wouldn't incur future payments to the City in regards to savings from retired employees.

If the agreement were rescinded, the library would be responsible for paying out the retirees versus the City.

Going forward, this new scenario would be easier to administer.

Buss also stated that the City no longer receives the sick pay after Act 10, and only union employees and library employees retained this benefit.

The majority of the committee felt this topic should be referred to the Board of Trustees for review and a decision.

If the Board of Trustees approves the change, the Common Council would also need to approve the rescinding of the old agreement.

Future Finance Committee agenda items

2016 Preliminary Budget City of Sheboygan vs. MPL agreement on sick/vacation payouts
Discuss and plan the reserve fund target for the end of a fiscal year
Donor solicitation to pay for capital improvements and building upgrades/repairs
MPL wage scale vs. City of Sheboygan wage scale

Confirm Committee Report to Mead Public Library Board of Trustees.

Nelson confirmed the committee report to MPL Board of Trustees.

Next meeting:

April 23, 2015 @ 2: 30 pm, or as needed.

Adjourn:

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

The motion passed.

Nelson concluded the Finance Committee meeting at 3: 20 p.m.