

UNAPPROVED
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY BOARD
FINANCE COMMITTEE
April 26, 2011

The meeting of the Mead Public Library (MPL) Board Finance Committee was held on Tuesday, April 26, 2011 in the Public Conference Room. Present Committee Members: Mr. Nelson, presiding; Mrs. Johnson, Ms. Montemayor, and Ms. Quinn. Present Staff Members: Ms. Winkle and Mr. Zehfus.

1. & 2. Mr. Nelson called the meeting of the Finance Committee to order at 9:30 a.m. and determined there was a quorum present.

3. Ms. Quinn **moved** to approve the minutes of the Finance Committee meeting of February 23, 2011. Ms. Montemayor **seconded** the motion. Mrs. Johnson requested the minutes be amended in the same way as those for the March Board meeting regarding the funds associated with the STARR (Sheboygan Transition and Recovery Resolution). The motion **passed**, 4 – 0.

4. Mr. Nelson introduced review and possible action on installation of replacement carpeting in a section of the second floor public area. Mr. Zehfus reported that an initial repair had been made when the second floor service desk was divided. The carpet exposed by that move had been completely worn down to the concrete. This new project would replace the worn carpet in the central portion of the floor from the top of the stairs and elevator area over to and expanding around the patch that has already been replaced. The work would be completed on the next furlough day so there is no inconvenience to the public. Dulmes Décor proposes to do the work for a cost of \$5,949 with the source of funds being the Future Capital reserve. The Committee discussed the matter. Ms. Montemayor **moved** to recommend to the Board approval of the re-carpeting project. **Seconded** by Mrs. Johnson. The motion **passed**, 4 – 0.

5. Mr. Zehfus updated the Committee on the status of Phase One of the HVAC project. The work is nearly complete. Schaus Roofing & Mechanical has been a good contractor to work with. New electric motors and Variable Frequency Drives have replaced original equipment in the air handling system. The building is now being heated by a small high efficiency boiler. This boiler can heat the building until the outside temperature falls below 20 degrees Fahrenheit. These changes should have a positive effect on Mead Public Library's internal environment and energy costs. We anticipate receiving Energy Star rebates of about \$4,390 for installing new high efficiency equipment.

6. Mr. Zehfus reported that the contractor for the exterior resealing project Jos. Schmitt expects to begin work the second week of May.

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7. Mr. Zehfus began review and possible action on disposition of two year-end 2010 contributions. The Dr. John Livermore family had donated \$750 and Gladys Schaefer had donated \$1,000 to be used for the immediate needs of the library. MPL had the opportunity to offer customer service training during the Staff Institute Day in March based on consultant observations of the MPL customer service environment in January. We were fortunate to be able to take advantage of the consultant's visit to Wisconsin, but the observation and training depleted the staff training budget for the year. If these donations were designated to pay for customer service training it would free up funding allowing library staff to attend seminars, take part in fee-based on-line training courses, or to attend conferences. Ms. Montemayor **moved** to recommend that the Board approve using the 2010 year-end donations for customer service training for MPL staff. **Seconded** by Ms. Quinn. The motion **passed**, 4 – 0.

8. Mr. Nelson confirmed that he will report the Committee recommendations to the Board.

9. The next meeting will be as needed.

10. Mr. Nelson **moved** to adjourn the meeting. Ms. Quinn **seconded** the motion. The motion **passed**, 4 – 0. Mr. Nelson adjourned the meeting at 10:24 a.m.

Recorded by Sharon Winkle, Library Director