

Minutes (Draft)
Mead Public Library
Finance Committee Meeting
Thursday, June 20, 2013

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, June 20, 2013 in the Public Conference Room. Present Committee Members: Mr. Zylman, presiding; Ald. Carlson, Mrs. Johnson, Mr. Nelson, Ms. Quinn, and Mr. Sampson. Present staff members: Mr. Erickson, Ms. Mueller, and Mr. Zehfus.

1. The meeting was called to order at 2:20 p.m. by Zylman.
2. Zylman determined there was a quorum present.
3. Quinn **moved** to approve the Finance committee minutes of May 23, 2013. **Seconded** by Carlson. The motion **passed**.
4. Zehfus reviewed payment of current expenditures, including payroll and recurring expenditures. Nelson **moved** to recommend the Board approve the current expenditures. **Seconded** by Carlson. The motion **passed**.

5. Discussion of 2014 budget reduction options

Zehfus distributed a handout summarizing the meeting he had with Bernie Rammer regarding the MPL cleaning/maintenance staff compared to the possibility of outsourcing cleaning services. Zylman reiterated the recommendation to give Director Garrett Erickson the opportunity to review the MPL Table of Organization and make recommendations to the Board.

Johnson **made a motion** to accept the recommendation from the Human Resources Committee that no changes be made to the Table of Organization concerning maintenance and cleaning personnel, and the director to begin an immediate review of the library's Table of Organization with recommendations by September, 2013. **Seconded** by Carlson. The motion **carried**.

Zylman distributed an article for review titled, "Libraries check out e-sales."

6. Review and possible action on the 2014 budget

Zehfus reviewed, from a handout, an updated proposed 2014 budget. He indicated that from the first draft the allowance to purchase library materials was restored to the same amount spent during 2013. Other topics he discussed were Wisconsin retirement fund, life, dental and health insurance premiums, technical services processing, utility expenses, pension liability and retiree health insurance.

In order to meet the deadline of Wednesday, June 26 to be included on the Common Council agenda Carlson **moved** and Sampson **seconded** the recommendation to submit the current prepared 2014 budget to the City of Sheboygan. The motion **passed**.

7. Begin development of 6-8 metrics to track on a monthly basis for 2014

Zylman discussed this concept briefly, and he then recommended deferring this as an agenda item for the next Finance Committee meeting.

8. Review and possible action to transfer IT reserve funds for the library website upgrade

Quinn **moved** to transfer \$9,500 IT reserve funds for the website upgrade; Carlson **seconded** the motion. The motion **passed**.

9. Review and possible action on agenda items for the Joint Finance Committee meeting on Monday, June 24

Quinn reviewed the Joint Finance meeting process. By consensus the committee agreed to the following: Introduce Director Erickson, MPL 2014 budget, expression of thanks for City funding, overview of MPL services, no budget increase in a decade, will cooperate with 3% budget shortfall, eliminate deficit, and explain future capital costs (chillers and automated check-in system).

10. There were no future agenda items discussed at this meeting.

11. Zylman confirmed the Committee report to the Mead Public Library Board.

12. The date of the next Finance Committee meeting is July 25, or as needed.

13. Samson **moved** to adjourn the meeting; Johnson **seconded**. The motion **passed**, and the meeting adjourned at 3:42 p.m.