

UNAPPROVED  
MINUTES OF THE MEETING  
OF THE  
MEAD PUBLIC LIBRARY BOARD  
FINANCE COMMITTEE  
September 16, 2010

The meeting of the Mead Public Library Board Finance Committee was held on Thursday, September 16, 2010 in the Public Conference Room. Present Committee Members: Mr. Nelson, presiding; Mrs. Johnson, Ald. 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 11:00 a.m. and determined there was a quorum present.

3. Mrs. Johnson **moved** to amend section 4 of the Finance Committee minutes of July 27 to record her “no” votes. **Seconded** by Ms. Quinn. The motion **passed** 4-0. Mrs. Johnson **moved** to approve the amended minutes of the Finance Committee meeting of July 27, 2010. **Seconded** by Ms. Quinn. The motion **passed** 4-0.

4. Ms. Winkle introduced for review and possible action the 2011 Agreement between Mead Public Library (MPL) as the Resource Library and Eastern Shores Library System (ESLS). This is an annual agreement. The only change is a 1.1% increase in the Resource Library payment. The ESLS Contracts Committee has approved the Agreement for adoption by the ESLS Board. Ms. Quinn **moved** to recommend approval of the agreement by the MPL Board. **Seconded** by Mrs. Johnson. The motion **passed** 4-0.

5. Ms. Winkle began review and possible action on the revised project scope for the contract with Fredericksen Engineering concerned with the library building’s HVAC system. The contract was approved last year by the Board when funding for the complete project was available. Now because City Capital Improvements funds are not available the project needs to be completed in two stages. This will mean additional costs for Fredericksen so they have revised their proposal’s scope into two stages at a cost of an additional \$2,000.00. Discussion followed during which it was clarified that the Frederickson contract is for engineering and related work and includes no purchase or installation of equipment. That will be accomplished via bid during the recommended 2-phase implementation, the second phase of which is not funded at this time. Ms. Quinn **moved** to recommend to the Board its approval of the revised project scope and related pricing change. **Seconded** by Ald. Montemayor. The motion **passed** 4-0.

6. Mr. Zehfus reported on future roof maintenance projects.

- a. Mr. Zehfus has contacted a roofing company to get an estimate for installing snow guards on the metal standing seam roof – top tier. He will report back to the

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Committee when he has more detailed information. Funding would come from the Future Capital Reserve.

- b. Mr. Zehfus reported there are rust spots showing on the metal roof above the Quiet Study Room. The installer has been contacted about repairs, which may be covered under the warranty.

7. Mr. Zehfus reported on a general building maintenance project: re-sealing the building. Repairs will need to be made to the building's caulked seams and grout joints next spring. The initial cost estimate (\$14,000) indicates that the project will require bids. Funding would come from the Future Capital Reserve.

8. Ms. Winkle explained the budget implementation and reporting process involving the 2010 expenditure reduction based on 5 single-day furloughs. The reduction brought about by the furloughs was built into the 2010 Budget at the time it was approved by the Library Board and Common Council. As there are no expenditure reductions realized through the course of the fiscal year due to the furloughs, there are no "savings" shown in reports of the 2010 budget status.

9. Ms. Winkle reported on the 2011 Executive budget review. The first meeting was held on August 25<sup>th</sup>. The second meeting will be held today at 4:00 p.m. Discussion followed.

10. Mr. Nelson confirmed the report to the Board.

11. The date of the next meeting will be determined after release of the Executive Budget.

12. Ms. Quinn **moved** to adjourn. **Seconded** by Ald. Montemayor. The motion **passed** 4-0. Mr. Nelson adjourned the meeting at 11:59 a.m.

*Recorded by Sharon Winkle, Library Director*