

Minutes (Draft)
Mead Public Library
Finance Committee Meeting
Tuesday, April 30, 2013

The meeting of the Mead Public Library (MPL) Board Finance Committee was held on Tuesday, April 30, 2013 in the Public Conference room. Present committee members: Mr. Zylman, presiding; Mrs. Johnson, Mr. Nelson, Ms. Quinn, Mr. Sampson. Unable to attend: Ald. Carlson. Others present: City of Sheboygan Chief Administrative Officer James Amodeo. Staff members present: Ms. Menzer (4:55 p.m.), Ms. Mueller, and Mr. Zehfus.

1. Zylman called the meeting to order at 4 p.m.
2. Zylman determined there was a quorum present.

3. Review and possible action on 2014 budget

Handouts at the meeting to further discussion

2014 Budget Executive Summary Draft

Possible Budget Reductions/Adjustments prepared by Zylman

MPL Circulation Comparisons 2011-2012

2013 Reserved Funds Report

Finance Committee Draft Minutes from 4-25-13 as reference/not approval

Quinn indicated that the timeline to prepare and deadline to submit our 2014 budget prohibits input for our newly hired director. The MPL budget will be submitted to meet the deadline of June 4; however, with the director's input a more detailed budget will be crafted. Amodeo indicated the new director will have an opportunity to provide input regarding the 2014 budget for MPL. Amodeo announced the dates for the Committee of the Whole as Wednesday, June 5 and the Monday, July 8 agenda of the Common Council will include budget approvals.

Zehfus reviewed the handout 2014 Budget Executive Summary draft regarding possible solutions to the 3% cut in City of Sheboygan funding. He referred to the report as a narrative, and a detailed 2014 MPL budget documents will be submitted to meet the deadline for submission. He reviewed for Finance Committee members the dollar amounts, of some of the suggestions, to reduce our budget by 3% next year.

Amodeo provided the following suggestions for budget report preparation: Need to add the assumption of possible furlough ideas, reference e-content discussion, and reference the fact of \$40,000 in lost county revenues and \$70,000 decrease in city revenues.

Quinn **moved** to recommend to the Board of Trustees approval of a first draft 2014 Budget which includes a 3% reduction (\$71,312.00) in city tax levy support with the understanding that this is not the final version of the budget. Zylman seconded the motion. The motion **carried**.

Amodeo said that preliminary drafts of city department's budgets are scheduled to be turned in the first week of May.

4. **Review and possible action on reimbursements for director candidate expenses**
Zehfus reviewed the expenses to be reimbursed as approximately \$1,600 from the director candidate search. Johnson **moved** and Quinn **seconded** the motion to recommend to the Board that incurred expenses be paid for the director search. The motion **passed**.

Nelson asked the policy question of should board members be reimbursed for entertaining guests on behalf of MPL and the Board of Trustees.

Quinn recommended the possibility of developing a policy for future use.

5. Zylman confirmed the Finance Committee report to the Mead Public Library Board.
6. The date of the next meeting will be May 23 or as needed.
7. Johnson **moved** to adjourn the meeting at 5:35 p.m. **Seconded** by Sampson. The motion **passed**.