

**MINUTES  
MEAD PUBLIC LIBRARY  
FINANCE COMMITTEE MEETING  
Thursday, September 25, 2014**

The meeting of the Mead Public Library (MPL) Board Finance Committee was held on Thursday, September 25, 2014 in the Library Board Room. Present Committee Members: Dirk Zylman, presiding; Dolcye Johnson, Maeve Quinn, and Henry Nelson. Staff Members Present: Garrett Erickson, Debbie DeAmico, and Diane Kallas. Others present; James Amodeo, City of Sheboygan Chief Administrative Officer. Absent: Darryl Carlson

**Call to Order.** Zylman called the meeting to order at 2:45 p.m.; he determined there was a quorum present.

**Approve Finance Committee minutes of July 24, 2014.** Johnson moved to approve the Finance Committee minutes of July 24, 2014; Nelson seconded. The motion passed. No minutes for August 28, 2014 because the meeting was cancelled.

**Review and possible action on payment of current expenditures, including payroll.** Nelson moved to accept payment of current expenditures, including payroll and reoccurring expenditures, Johnson seconded the motion. The motion carried.

**Review of Metrics.** The committee reviewed the personnel metrics with Zylman asking DeAmico to explain the variances. DeAmico stated because of the cutoff points with the City of Sheboygan's Finance Department payroll accruals it throws off the percentages. DeAmico will take a look at the budgets and confer with Nancy Wasmer about the accrual postings.

**Maintenance and how they compiled the budget amount.** Zylman asked Kallas to lead the discussion on MPL maintenance. Kallas told the committee that the cleaning service is the main concern, and she updated the committee on the current cleaning service. She stated that she and Pete Eisch have concerns over the quality of work and the number of workers assigned daily to MPL. Kallas stated Eisch is doing the supervising of the cleaning services personnel vs. the cleaning service's supervisor.

Amodeo stated the City is having the same issues with the same cleaning service at City Hall. Amodeo informed the committee that as of January 1, 2015 the City is terminating the use of the cleaning service and adding the responsibilities to current staff employees at the city level. DeAmico informed the committee that she has already looked at the cost of the cleaning services vs. hiring full-time or part-time cleaning personnel. Zylman tabled the discussion on the cleaning service to the next Finance Committee meeting in October to give time for Kallas and Eisch to compile correspondence, and work-assignment sheets to track job assignments of the contracted cleaning service.

Zylman also asked DeAmico to do an analysis on cost of the cleaning service vs. in-house staff for the cleaning services. Other expense such as utilities, boilers, and elevator cost where discussed with Kallas. Kallas also stated the "Exterior Building Maintenance" account title should be changed because there is exterior and interior expense that go into that account. DeAmico stated she will have the account name changed to "Building Maintenance."

**Receive 2014 budget status report to date.** Johnson asked why the workers compensation, and health insurance cost were at a lower percentage on budget vs. actual. It was explained that workers compensation has variable factors that drive the premium cost and the costs are less than expected at this time which would create a lower premium. Health insurance costs are also lower than what was expected when the budget was created giving this expense a cushion. Zylman mentioned the Retiree Health Insurance premium expense and revenue accounts showing zero revenue and no expense and directed this question to DeAmico for explanation. DeAmico explained in looking at past budget year-to-date reports the revenue and premium income and cost are usually posted in November or December of the fiscal-year calendar.

Zylman stated concerns about the Support Services regular staff and page-staff wages being at an extremely higher percentage than the percent budgeted at this point in time. Kallas and DeAmico gave explanations for the period budget overage in these two accounts being they were under budgeted in the 2014 budget process. However, DeAmico feels with the leaving of fifteen pages and three page promotions to Public Services that the overage will smooth out. Zylman requested that DeAmico and Kallas keep monitoring the Support Services wage accounts and keep Erickson informed to the status of these accounts. Zylman also informed the Finance Committee members that these are two accounts that will need to be watched over the next few months to see where they will end up at fiscal year-end.

**Discussion and possible action on IT Committee recommendation to purchase Chromebooks for Board of Trustees and Staff members.** Johnson stated her opposition to the purchase because of tight budgets and less library material purchases than is ideal. After a short discussion regarding cost savings in materials and personnel time, as well as the perception of the library keeping up with technology trends, Quinn moved to recommend to the full Board of Trustees the use of \$4,500.00 of funds from the Administrative Services contracted services account #25551100-521900 for the purchase of up to fifteen Chromebooks for the use of each Board of Trustees member, and five MPL staff members. Nelson seconded the motion. With Zylman, Quinn, Nelson voting yes and Johnson voting no, the motion passed.

Nelson made a motion to convene in closed session for the purpose of evaluating compensation of the library director under the exception set forth in the Wisconsin State Statutes 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Zylman seconded motion. A roll-call vote was taken to go into closed session. With all yes votes the Finance Committee went into closed session at 3:20 p.m.

The Finance Committee reconvened in open session at 3:35 p.m. Nelson made a motion that the Finance Committee make recommendations to the full Board of Trustees in regards to the director's review during the Board of Trustees closed session. Seconded by Quinn with all in favor the motion passed.

**Future Finance Committee agenda items:** Cleaning service update and alternative solutions

Zylman confirmed committee report to Mead Public Library Board

Next meeting: October 23, 2014, or as needed.

**Adjourn:** Nelson moved to adjourn the Finance Committee meeting. Seconded by Quinn. The motion passed. Zylman concluded the Finance Committee meeting at 3:42 p.m.