

DRAFT MINUTES
OF THE
MEAD PUBLIC LIBRARY
FINANCE COMMITTEE MEETING
Friday, March 2, 2012

The meeting of the Mead Public Library (MPL) Board Finance Committee was held on Friday, March 2, 2012 in the Public Conference Room. Present Committee Members: Mr. Nelson, presiding; Mrs. Johnson, Mrs. Quinn, Ald. Sampson, and Mr. Zylman. Other Board members present: Mrs. Montemayor and Mrs. Segalle. Others present: Sheboygan Chief Administrative Officer James Amodeo and City Human Resource Manager Sandy Rohrick. Present Staff Members: Ms. Winkle and Mr. Zehfus.

1. The meeting was called to order at 9:16 a.m. by Nelson.
2. Nelson determined there was a Quorum present.
3. Zylman **moved** to approve the Finance Committee minutes of February 23, 2012. **Seconded** by Johnson. The motion **passed**.
4. Winkle and Amodeo both presented information about the potential differences in the year end unreserved fund balance pre-Audit and post-Audit. The Library needs to add the step of balancing its reserve funds to the post-Audit ledger.
5. Zehfus distributed two versions of the pre-audit 2011 unreserved and reserved fund balance. The Committee discussed the two versions and the uses of the reserved funds. Zylman **moved** to continue using the format using multiple Reserve Fund breakouts. **Seconded** by Sampson. The motion **passed**. Quinn **moved** to fund the 2012 merit pay plan from unreserved 2011 fund balance. **Seconded** by Nelson. The motion **failed**. Further discussion followed. Zylman **moved** to recommend to the Board that the 2012 merit plan provide a maximum 2% increase for both the merit increase and merit bonus components with funding for the merit bonus to come from unreserved fund balance and funding for the merit increases to be funded from the 2012 operations budget. **Seconded** by Johnson. The motion **passed**.
6. Nelson began review and possible action regarding the Chief Administrative Officer's directions for development of the 2013 budget. The Committee discussed the matter. Johnson **moved** to recommend to the Board funding any 2013 merit plan increases from the operating budget only. **Seconded** by Sampson. The motion **carried**. By consensus the Committee decided that if it was necessary to fund Unemployment Compensation in the 2013 Budget it would support use of reserved funds for that purpose.
7. Winkle presented information about possible alternatives for the management of gifts to the Library Board.
8. The Committee discussed managing gifts to the Board and took no action. By consensus the matter will not be brought up in future agendas.

9. Nelson asked that Zylman present the committee report to the Mead Public Library Board at its next meeting and asked that the matter of fiscal management of the Children's Book Festival be placed on the next Finance Committee agenda if other business allows.
12. The date of the next meeting was set for March 22nd at 2:00 p.m. Zylman will chair the meeting.
13. Nelson adjourned the meeting at 10:52 a.m.