

UNAPPROVED
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY BOARD
FINANCE COMMITTEE
September 13, 2011

The meeting of the Mead Public Library (MPL) Board Finance Committee was held on Tuesday, September 13, 2011 in the Public Conference Room. Present Committee Members: Ms. Quinn, Acting Chair; Mrs. Johnson, Mr. Morgan, Ald. Sampson, and Mr. Zylman. Absent Committee Members: Mr. Nelson. Present Staff Members: Ms. Winkle and Mr. Zehfus.

1. & 2. Those present agreed by **consensus** that Ms. Quinn should convene the meeting and serve as chair in the absence of Henry Nelson. Ms. Quinn called the meeting of the Finance Committee to order at 9:31 a.m. and determined there was a quorum present.

3. Mr. Zylman **moved** to approve the minutes of the Finance Committee meeting of August 25, 2011. Ald. Sampson **seconded** the motion. Mr. Morgan asked that the minutes be amended to include a full description of the tabled item #6. The motion to approve the minutes as amended **passed**, 5 B 0.

4. Ms. Quinn began review and possible action on the revised Mead Public Library budget proposal for 2012. Mr. Zehfus made a presentation on the revised budget which included changes to worker=s compensation, a previously approved transfer of funding from LPBs to E-content and a change in the elevator appropriation. The Committee discussed the budget. Mr. Morgan **moved** to accept the revised budget as a report. Ald. Sampson **seconded** the motion. The motion **passed**, 5 B 0.

5. Ms. Quinn began review and possible action on alternative personal services expenditures for inclusion in the 2012 proposed budget based on applying fund equity forward. Ms. Winkle reported on changes in non-represented employee benefits that the city administration is proposing. The recent WRS contribution change means all employees are experiencing a real difference in their take home pay. Ms. Winkle outlined two budget options for MPL that would require using fund equity. One option would move ahead with the scheduled 3% pay increase in December 2011 which would align MPL pay with city schedule >A.= The other option would not increase the library salary schedule, but would eliminate furlough days in 2012. The Committee discussed budget options and service priorities at length. Mr. Zylman **moved** that the city benefits changes and the optional budgets using reserve funds to address employee compensation be referred to the Human Resources Committee. **Seconded** by Ald. Sampson. The motion **passed**, 5 B 0.

6. Ms. Quinn began review and possible action on expenditure of Future Capital reserve funds for equipment purchases. Ms. Winkle reported that the current equipment used for storage/display of the adult music CD collection requires more space than is desirable given developing plans to introduce an E-content center. Purchasing equipment that stores and displays CDs in a more intensive manner would free up floor space for the E-content center. Ms. Winkle distributed a handout about the compact shelving recommended for this purpose. Mr. Zylman **moved** to recommend the Board approve purchasing three units for \$8,970 plus freight. **Seconded** by Ms. Quinn. Discussion followed. The motion **passed**, 4 B 0. (Mrs. Johnson left the meeting briefly and was not present for the vote.) Mr. Zehfus reported that ten of the library staff task chairs are beyond repair and need to be replaced. They were among the last major purchase of chairs in 1992 and, as the most heavily used chairs, are wearing out. Mr. Zylman **moved** to recommend that the Board approve purchasing replacement chairs at a cost not to exceed \$4,000.00. **Seconded** by Ald. Sampson. The motion **passed**, 5 B 0.

7. Ms. Quinn began review and possible action on hours of public service. Mrs. Johnson reported on hours of service at selected public libraries, including distribution of an updated report of weekend hours offered. Ms. Winkle distributed a tabulation and graph of check outs per hour for three selected weeks. The report includes remote check outs. Ald. Sampson asked for a report of the numbers of remote check outs during the periods selected for the report. The Committee discussed staffing matters and service hours at length. No action was taken.

8. Ms. Quinn tabled review and possible action on alternative method(s) of managing gifts to the Library for a future meeting since the legislature is working on changes to the current law.

9. Ms. Quinn confirmed the report to the Board.

10. The next meeting will be on September 22nd.

11. At 11:45 a.m. Ms. Quinn declared the meeting adjourned.

Recorded by Sharon Winkle, Library Director