

**Flint District Library
June 3, 2021 Regular Board Meeting
Meeting held by Zoom, 5:30 pm**

Present: Mrs. Reta Stanley, Mr. Brian Larkin, Ms. Heather Kale, Ms. Vivian Kao,
Mr. Moses Bingham

Absent: Ms. Kathy Jackson, Mr. Dean Yeotis

Staff: Mrs. Kay Schwartz, Mrs. Connie Palmer, Ms. Leslie Acevedo, Mrs. Wanda Harden, Mrs. Jenny Jones, Ms. Tina Hayes, Ms. Janet O'Keefe, Mr. Rick Dunning

Call to Order: Mrs. Stanley called the meeting to order at 5:31 pm.

Approval of Agenda: Mr. Bingham made a motion to approve the agenda. Mr. Larkin supported. Motion carried.

Roll Call-Trustees: The trustees listed above each stated they were present and currently located in Flint, MI.

Call to Public: There were no questions or comments from the public.

Approval of 5/7/20 Regular Meeting Minutes: Ms. Kale made a motion to approve. Mr. Larkin supported. Motion carried.

Finance, Budget, and Policy Committee

Financial Statements ending 4/30/21: 83.00% of the fiscal year is complete. Property taxes received to date are \$2,586,814.28, which is 90.81% of funds levied. To date we have used 67.12% of total expenditures. We have \$5,306,478.11 in unrestricted cash less current liabilities of \$327,834.88. Net cash available for operations is \$4,978,634.23. We have unrestricted cash to cover 15.3 months of operations. Mr. Larkin made a motion to approve the statements as presented. Mr. Bingham supported. Motion carried.

Mr. Larkin asked Ms. Schwartz and Mrs. Palmer to report on the budget Resolutions being brought forward at this meeting. They reviewed information about the Resolutions and Board discussion ensued. Mr. Larkin reported that the Finance Committee had reviewed the supporting information and recommends Resolutions 21-366, 21-367, 21-368, and 21-369 to the Board for adoption.

Resolution 21-366: Approving Adoption of the "80/20" Option Under P.A. 152: Public Act 152, commonly known as the Publicly Funded Health Insurance Contribution Act ("the Act"), sets limits on the amount public employers may pay or contribute towards the cost of a medical benefit plan for its employees and requires all public employers to affirmatively select either the "hard cap" limits or the "80/20" cost sharing option set forth in the Act.

The Board of Trustees of the Flint Public Library (the "Board") has continuously selected and applied the "80/20" option in a manner consistent with its obligation under law; and information was provided demonstrating that the "80/20" option under the Act will have a positive financial impact on most employees working for the Library currently receiving health care and help the Library achieve financial stability; and

NOW, THEREFORE, BE IT RESOLVED THAT: The Board hereby resolves that it will adopt the "80/20" cost sharing provision set forth in PA 152.

Mr. Larkin made a motion to approve. Ms. Kao supported. Roll call vote: Kao-aye, Bingham-aye, Kale-aye, Stanley-aye, Larkin-aye. Motion carried.

Resolution 21-367: 2021 General Fund Appropriations Act: The Flint Public Library Board of Trustees has an obligation to approve a balanced budget by July 1st of each year, and

The Flint Public Library Board of Trustees adopts a budget for the fiscal year 22 (July 1, 2021 through June 30, 2022) for the general fund by activity. The Director is responsible for expenditures authorized in the budget and may expend Library funds up to, but not to exceed, the total appropriation authorized for each Activity, and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees of the Flint District Library hereby adopts the general operating appropriations for fiscal year 2022;
2. The Board of Trustees of the Flint District Library estimated total revenues and total expenditures of the general operating fund as amended are as follows:

Estimated Revenues - operations	\$3,670,860
Estimated Revenues - grants & special programs	6,460
Fund Balance - assigned, committed or reserved	1,171,303
Fund Balance - unreserved, uncommitted and unassigned	3,483,870
Total Fund Balance July 1 Available to Appropriate	\$4,655,173
Total Estimated Available to Appropriate	\$8,332,493
Estimated Expenditures	
Governing Board	\$31,930
Administration	443,644
Automated Systems	178,493
Facilities	429,108
Library & Program Services	2,168,592
Development	144,218
Development Capital Campaign	125,000
Grants & Special Programs	176,264
Total Appropriated	\$3,697,249

The Library will use \$169,804 from special programs and grants assigned fund balance, affirms the assignment of \$500,000 for technology and building repairs, affirms the restriction on \$4804 in gifts from the Flint Genealogy Society, affirms the restriction on the Curtis (received 1983) and Scott (received 1959) gifts of \$191,438, and add \$149,875 to unrestricted, uncommitted and unassigned fund balance for the operating budget for fiscal year ending June 30, 2022.

3. The Board of Trustees of the Flint District Library has caused to be levied and collected a general property tax on all real and eligible personal property within the City of Flint a millage of 4.0 mills for the operation of the Flint Public Library on the summer 2021 tax roll.

4. The Board of Trustees of the Flint District Library hereby designates the Director of Library Services and the Director of Finance the right to assign fund balance as of June 30, 2022 for the amounts of prepaid expenses and accounts payable as necessary for the final reporting on the Financial Statements of the Flint Public Library as of June 30, 2022. Board of Trustees of the Flint District Library hereby designates the Director of Library Services and the Director of Finance the right to assign fund balance as of June 30, 2022 for the amounts of prepaid expenses and accounts payable as necessary for the final reporting on the Financial Statements of the Flint Public Library as of June 30, 2022.

Mr. Larkin made a motion to approve. Ms. Kao supported. Roll call vote: Bingham-aye, Kale-aye, Stanley-aye, Kao-aye, Larkin-aye. Motion carried.

Resolution 21-368: Debt Service Fund: The Flint Public Library Board of Trustees has an obligation to approve a balanced budget by July 1st of each year. The Flint Public Library Board of Trustees adopted Resolution 19-337 establishing the Debt Service Fund 2020 Library Building and Site Bonds; and

The appropriations are required for the receipt of property tax revenues and bond principal and interest payments in FY 22; and

The Flint Public Library Board of Trustees adopts the budget for fiscal year 2022 (July 1, 2021 through June 30, 2022) for the Debt Service Fund 2020 Library Building and Site Bonds. The Director is responsible for expenditures authorized in the budget and may expend Library funds up to, but not to exceed, the total appropriation authorized for the fund, and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees of the Flint District Library hereby adopts the debt service fund 2020 library building and site bonds appropriations for fiscal year 2022;

2. The Board of Trustees of the Flint District Library estimated total revenues and total expenditures of the debt service fund 2020 library building and site bonds are as follows:

Estimated Revenues - property taxes		\$1,350,689
Estimated Revenues - investment earnings		\$408
Fund Balance - assigned, committed or reserved		\$82,932
Total Fund Balance July 1 Available to Appropriate		\$82,932
Total Estimated Available to Appropriate		\$1,434,029
Estimated Expenditures		
Payments on bonds principal		\$1,030,000
Payments on bonds interest		329,250
Bank fees		52
Other expenses		1,000
Paying agent fees		500
Total Appropriated		\$1,360,802

All funds appropriated are restricted for specifically for the payment of the Flint Public Library 2020 Library and Building Site Bonds and expenses of transferring those payments.

3. The Board of Trustees of the Flint District Library has caused to be levied and collected a general property tax on all real and eligible personal property within the City of Flint a millage of 1.82 mills for the 2020 Library and Building Site Bonds debt millage of the Flint Public Library on the summer 2021 tax roll.

4. The Board of Trustees of the Flint District Library hereby designates the Director of Library Services and the Director of Finance the right to assign fund balance as of June 30, 2022 for the amounts of prepaid expenses and accounts payable as necessary for the final reporting on the Financial Statements of the Flint Public Library as of June 30, 2022.

Mr. Larkin made a motion to approve. Ms. Kale supported. Roll call vote: Kao-aye, Bingham-aye, Stanley-aye, Kale-aye, Larkin-aye. Motion carried.

Resolution 21-369: Capital Projects Fund – Private Appropriations: The Flint Public Library Board of Trustees has an obligation to approve a balanced budget by July 1st of each year, and

The Flint Public Library Board of Trustees adopted Resolution 19-337 establishing the Capital Projects Fund-Private; and the appropriations are required for the maintenance of temporary space and storage locations and to complete the building renovation at 1026 E. Kearsley Street Flint, MI 48503, and

The Flint Public Library Board of Trustees adopts the budget for fiscal year 2022 (July 1, 2021 through June 30, 2022) for the Capital Projects – Private; and the Director is responsible for expenditures authorized in the budget and may expend Library funds up to, but not to exceed, the total appropriation authorized for the fund,

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees of the Flint District Library hereby adopts the capital projects private appropriations for fiscal year 2022;

2. The Board of Trustees of the Flint District Library estimated total revenues and total expenditures of the capital projects private fund are as follows:

Estimated Revenues				
Investment earnings				\$10,000
Transfers in				
General Fund development capital projects				\$71,320
Grant revenue				\$1,201,430
Total Estimated Revenues				\$1,282,750
Fund Balance - assigned, committed or reserved				\$9,114,439
Fund Balance - unreserved, uncommitted and unassigned				0
Total Fund Balance July 1 Available to Appropriate				\$9,114,439
Total Estimated Available to Appropriate				\$10,397,189
Estimated Expenditures				
Construction in progress				\$9,351,678
Professional services				\$298,367
Other contractual services				\$424,000
Fees				\$9,450
Leases				\$113,694
Capital outlay				\$200,000
Total Appropriated				\$10,397,189

All funds appropriated are either restricted by the terms of grants received or assigned by the Board of Trustees for use in renovation of the facility at 1026 E. Kearsley Street, Flint, MI 48503 and to pay all other costs required to complete the renovation project.

3. The Board of Trustees of the Flint District Library hereby designates the Director of Library Services and the Director of Finance the right to assign fund balance as of June 30, 2022 for the amounts of prepaid expenses and accounts payable as necessary for the final reporting on the Financial Statements of the Flint Public Library as of June 30, 2022.

Mr. Larkin made a motion to approve. Ms. Kao supported. Roll call vote: Bingham-aye, Kale-aye, Stanley-aye, Kao-aye, Larkin-aye. Motion carried.

Updates from Board Committees

Building Renovation Committee: Mr. Bingham noted that progress is being made every week at the renovation. A mural project is also in the works lead by Joe Schipani and artist Kevin Burdick. The mural will be on the east side of the building and should be completed in August.

The elevators are getting ready to be installed soon. Director Schwartz mentioned that the architects were pleased with the progress being made at their visit last week.

Fundraising & PR Committee: Ms. Kale mentioned that as of May 27th the amount raised is \$96,533, the amount is less than last year but only by 5%. The Learn for Life event will be a virtual event on Monday September 27th, 2021. The committee is still in the planning stages of the event and looking for a speaker.

HR & Operations Committee: Mrs. Stanley spoke about how the Director's compensation has not been adjusted since 2019 and that during the Amendment to the Director's Contract section under new business she will be asking the board to approve a 5%, 1% & 1% raise over the next few years. Ms. Stanley also noted that these are the same percentage increases as staff.

Director Evaluation Process: The Board will use the same tool for the Director's evaluation as used in past years and will follow the process as written.

Old Business: None.

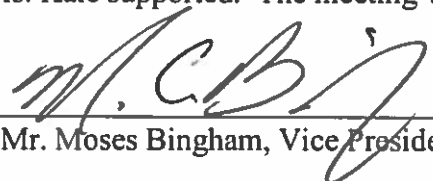
New Business-2020-2021 Meeting Calendar: All present board members reviewed the FY 2021-2022 FDL Board meeting calendar. Mr. Larkin made a motion to adopt the calendar as presented. Mr. Bingham supported. Motion carried.

Amendment to Director Contract: Mrs. Stanley and the HR & Operations Committee would like to add a 4th Amendment to the director's contract pertaining to a percentage raise:
2021 – 5% - \$103,950; 2022 – 1% - \$104,989; 2023 – 1% - \$106,039.
Mr. Larkin made a motion to approve. Ms. Kao supported. Roll call vote: Larkin-aye, Stanley-aye, Kale-aye, Bingham-aye, Kao-aye. Motion carried.

President's Remarks: Mrs. Stanley started a discussion about virtual or in person meeting formats. As long as the emergency order is in place that Board can continue to meet virtually. Mrs. Schwartz will check with the city the week before each meeting for the next couple of months to make sure the emergency order continues to be in place so the board can continue to meet virtually through the summer months.

Director's Remarks: None.

Adjournment: Mr. Larkin made a motion to adjourn. Ms. Kale supported. The meeting was adjourned by unanimous consent at 7:14 pm.


Mr. Moses Bingham, Vice President