

**Flint Public Library
Finance and Budget Committee
January 28, 2021 5:30 p.m.
Virtual Meeting via Zoom as permitted by law**

Members present Brian Larkin, Kathy Jackson, Jim Richardson, Marc Baines, April January, Matthew Schlinker, Asa Zuccaro, Andrew Watchorn,

Staff present: Director of Library Services Kay Schwartz
Director of Finance, HR & Facilities Connie Palmer
Finance & HR Assistant Tina Hayes
Librarian Janet O'Keefe as Zoom facilitator

Mr. Larkin called the Finance Committee meeting to order at 5:34 p.m.

Roll call: Mr. Larkin requested that committee members identify themselves and state their location. The response was as follows:

Marc Baines	Grand Blanc, MI
Kathy Jackson	Flint, MI
April January	Grand Blanc, MI
Brian Larkin	Flint, MI
Jim Richardson	Flint, MI
Matthew Schlinker	Goodrich, MI
Andrew Watchorn	Flint, MI
Asa Zuccaro	Flint, MI

Mr. Larkin requested a motion to approve the agenda. Mr. Richardson made a motion to approve the agenda, Ms. January seconded. Mr. Larkin called the question, all present voting aye, no nays or abstentions. Motion passed.

A call was made to the public. No public attending via ZOOM wished to address the committee.

The committee reviewed the minutes from the December 17, 2020 meeting. Mr. Richardson made a motion to accept and file the December 17, 2020 minutes with Mr. Zuccaro requested correction (he was not in attendance at the meeting), Ms. January seconded. Mr. Larkin called the question, all present voting aye, no nays or abstentions.

New Business

None

Old Business

Financial Statements and Investment Report – all funds for the fiscal year ending December 31, 2020

Mr. Larkin asked Mrs. Palmer to review the financial statements and investment report for all funds for the fiscal year ending December 31, 2020. The financial statements and investment report were displayed on screen. Mrs. Palmer reviewed the financial statements and the investment schedule for the general fund, the capital projects private fund and public fund and the debt service fund with the committee. Discussion ensued. Mr. Larkin requested a motion to recommend the December 31, 2020 financial statements to the Board of Trustees for approval. Mr. Watchorn made the motion and

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Mr. Baines seconded. Mr. Larkin called the question, all present voting aye, no nays, or abstentions.

Budget Amendment # 1 General fund FY 21

Mr. Larkin called upon Director Schwartz and Mrs. Palmer to review Budget Amendment #1 General Fund for FY 21. Director Schwartz reviewed the highlights of the amendment, the increase in operating revenues and grant awards and the increase in operating expenditures and grant expenses. Mrs. Palmer reviewed the detail and the resolution with the committee. Discussion ensued. Mr. Richardson noted the resolution required a change in the year the grant funds were being assigned in the body of the resolution. *(Note: corrected in resolution as reprinted.)*

**BOARD OF TRUSTEES OF
FLINT PUBLIC LIBRARY
RESOLUTION 21-364**

FLINT PUBLIC LIBRARY 2021 GENERAL FUND APPROPRIATIONS ACT AS AMENDED

Minutes of a regular meeting of the Board of Trustees of the Flint Public Library, County of Genesee, State of Michigan, held in the Library on February 4, 2021 at 5:30 PM, prevailing Eastern Standard Time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Trustee, _____ and supported by Trustee, _____:

WHEREAS, the Flint Public Library (the "Library") was established by Agreement dated October 1, 1998, entered into among the City of Flint and the School District of the City of Flint (collectively the "Parties") under the provisions of Act 24, Michigan Public Acts of 1989, as amended ("Act 24"); and

WHEREAS, the Flint Public Library Board of Trustees has an obligation to approve a balanced budget by July 1st of each year, and

WHEREAS, the Flint Public Library Board of Trustees adopted a balanced budget for the fiscal year ending June 30, 2021 (FY 21) on June 4, 2020; and

WHEREAS, the FY 21 budget needs amending due to known changes in operating revenue and grants awarded, and

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WHEREAS, amending for known changes in operating expenditures and grants expenditures, and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees of the Flint District Library hereby adopts the amended general operating appropriations for fiscal year 2021;
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					\$3,979,678
Estimated Revenues - grants & special programs					172,524
Fund Balance - assigned, committed or reserved					863,301
Fund Balance - unreserved, uncommitted and unassigned					3,156,681
Total Fund Balance July 1 Available to Appropriate					<u>\$4,019,982</u>
Total Estimated Available to Appropriate					<u>\$8,172,184</u>
Estimated Expenditures					
Governing Board					\$31,650
Administration					432,510
Automated Systems					323,226
Facilities					368,682
Library & Program Services					2,092,644
Development					152,536
Development - capital campaign					491,600
Grants & Special Programs					236,678
Total Appropriated					<u>\$4,129,526</u>

The Library will use \$64,154 from special programs and grants assigned fund balance and will add \$37,500 for special programs and grants for FY 22.

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 personal property within the City of Flint a millage of 4.0 mills for the operation of the Flint Public Library on the summer 2020 tax roll.

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Finance and Budget Committee
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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, 2021 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, 2021.

AYES: Members: _____

NAYS: Members: _____

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees

I hereby certify the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Flint Public Library, County of Genesee, State of Michigan, at a regular meeting held on February 4, 2021 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

Dated, _____

Secretary, Board of Trustees

Mr. Larkin requested a motion to recommend Resolution 21-364 Flint Public Library 2021 General Fund Appropriations Act as Amended to the Board of Trustees for approval. Mr. Richardson made the motion with the correction as noted and Mr. Baines seconded. Mr. Larkin called the question, all present voting aye, no nays, or abstentions.

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Reports

Directors Report and Capital Projects update

Director Schwarz reported on the following:

- The library will reopen for Browse and Go service on February 2, 2021. Both the main portion of the library and the annex will be open.
- Capital Projects – work continues at 1026 E. Kearsley. A hardhat tour of the site will be offered to the Board and Finance Committee in the next few weeks.
- The planning process for the public portion of the Capital Campaign has begun.

Board Report

Mr. Larkin stated that he hoped everyone was staying safe and healthy. Mr. Larkin reported on the following:

- The board has been glad to hear the progress on the renovation and that the project is moving along.
- Dr. Vivian Kao has joined the Board of Trustees, replacing Ms. Linda Pylypiw. Mrs. Kao is waiting formal appointment by the City of Flint; however, the board bylaws allow her to join until the City acts on her appointment.
- Mr. Larkin, Mrs. Stanley and Director Schwartz have started the process to have the signatory changed on all the bank accounts. This is an arduous process due to the banking laws in place requiring each person to appear personally at some of the institutions to complete the new signature cards.

Mr. Larkin called for a motion to adjourn. Mr. Watchorn made the motion and Ms. Jackson seconded. Mr. Larkin called for a vote, all in attendance voting aye, no nays or abstentions. **Meeting adjourned at 7:00 p.m.**

Respectfully submitted,
Connie Palmer

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