

**Flint Public Library  
Finance and Budget Committee  
April 23, 2020 5:30 p.m.  
Virtual Meeting via Zoom as per EO 2020-48**

Members present: Brian Larkin, Jim Richardson, Marc Baines, Andy Watchorn  
Staff present: Director of Library Services Kay Schwartz  
Director of Finance, HR & Facilities Connie Palmer  
Librarian Janet O'Keefe as Zoom facilitator

Mr. Richardson called the Finance Committee meeting to order at 5:33 p.m. Mr. Larkin was in route to join the meeting.

Mr. Richardson requested a motion to approve the agenda. Mr. Watchorn made a motion to approve the agenda, Mr. Baines seconded. Mr. Richardson requested a roll call vote:

Mr. Richardson yes, Mr. Watchorn yes, Mr. Baines yes. Motion carried.

A call was made to the public. No public attending via the public conference line dial in wished to address the committee but thanked the committee for providing the opportunity to attend the meeting remotely.

The committee reviewed the minutes from the March 26, 2020 meeting. Mr. Watchorn made a motion to accept and file the March 26, 2020 minutes, Mr. Baines seconded. Mr. Richardson requested a roll call vote:

Mr. Baines yes, Mr. Watchorn yes, Mr. Richardson yes. Motion carried.

Mr. Larkin joined the meeting at this time.

**New Business**

*Review and recommendation of Plante Moran audit quote*

Mr. Larkin called upon Director Schwartz to review the quote provided for audit services from Plante Moran. Director Schwartz requested from Plante Moran an audit quote for services. Director Schwartz is recommending to the committee that they accept and recommend to the Board of Trustee the 5-year audit quote provided by Plante Moran to perform audit services. The fees for each year would be as follows:

Fiscal year ending June 30, 2021	\$19,930
Fiscal year ending June 30, 2022	\$20,410
Fiscal year ending June 30, 2023	\$18,375
Fiscal year ending June 30, 2024	\$18,865
Fiscal year ending June 30, 2025	\$19,355

The fee for fiscal years ending June 30, 2021 and June 30, 2022 includes the costs of additional procedures required with implementation of the capital project (renovation) and the corresponding debt issuance.

Director Schwartz stated Plante Moran has the expertise and the staffing to rotate the staff assigned to the audit. The firm provides professional development free of charge to clients and is available for questions and consultation throughout the year.

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Mr. Watchorn made a motion and Mr. Baines seconded to recommend to the Board of Trustees a 5-year audit contract with Plante Moran at the rates as provided. Discussion ensued. Mr. Larkin requested a roll call vote:

Mr. Richardson yes, Mr. Watchorn yes, Mr. Baines yes, Mr. Larkin yes. Motion carried.

*Review of capital project renovation bids*

Mr. Larkin called upon Director Schwartz to review the capital project renovation bids. Director Schwartz and Mrs. Palmer reviewed the process the library and the construction manager, Clark Construction, went through to prepare, solicit, open, review the bids and vet the potential contracting firms. Discussion ensued. No action was required of the finance committee at this time.

*Contract negotiations with AFSCME and SEIU*

Mr. Larkin called upon Director Schwartz to update the committee. Director Schwartz stated that negotiations were in process. Labor counsel, Christopher Trebilcock from Clark Hill was serving as the chief negotiator and working with the AFSCME and SEIU labor representatives electronically. Director Schwartz is hopeful a tentative agreement will be reached before the contracts expire on June 30, 2020.

**Old Business**

*Financial Statements and Investment Report – all funds for the period ending March 31, 2020*

Mr. Larkin asked Mrs. Palmer to review the financial statements and investment report for all funds for the period ending March 31, 2020. The financial statements and investment report were displayed on screen as Mrs. Palmer reviewed the financial statements and the investment schedule for the general fund and the capital projects private fund and public fund with the committee. The committee reviewed the cash and cash investments, the property tax revenues and the flow of collections and the status of the budget to actual for each activity center and grants for the general fund. The committee then reviewed the status of the Capital Projects funds public and private. Discussion ensued as the committee reviewed the statements in detail. Mr. Richardson moved and Mr. Watchorn seconded forwarding with the committee's recommendation for approval, the financial statements and the investment report for the period ending March 31, 2020 to the Board of Trustees. Mr. Larkin requested a roll call vote: Mr. Baines yes, Mr. Watchorn yes, Mr. Richardson yes, Mr. Larkin yes. Motion carried.

*Capital Projects update*

Mr. Larkin asked Director Schwartz to provide an update on the renovation plan for the library. Director Schwartz reported that if the stay at home order was lifted, work would begin again on both the renovation of 1026 E. Kearsley and the temporary space at Courtland Center. Clark Construction was prepared to begin as soon as allowed. The goal would be to complete the Courtland Center space, move the library to Courtland Center and then begin abatement and demolition of the Kearsley street building. Director Schwartz and Mrs. Palmer are in contact with Clark Construction as needed. Work has progressed in the bidding process and contacting the bidders as discussed earlier.

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**Director's Report**

The Director's report is as stated under capital projects update and the items presented to the committee.

**Board Report**

Mr. Larkin thanked staff for their attention to detail in all the matters presented to the committee. The April 2, 2020 board meeting was cancelled. The next meeting will be May 7, 2020 virtually via ZOOM. Mr. Larkin reminded all to stay safe and healthy during this time.

There being no further business to discuss, Mr. Larkin called for a motion to adjourn. Mr. Richardson made the motion and Mr. Watchorn seconded. All present voting aye, meeting adjourned at 7:30 p.m.

Respectfully submitted,  
Connie Palmer

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