

**Flint Public Library
Finance and Budget Committee
September 24, 2020, 2020 5:30 p.m.
Virtual Meeting via Zoom as permitted by law**

Members present: Brian Larkin, Jim Richardson, Matthew Schlinker, Andy Watchorn, Marc Baines

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

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

Mr. Larkin requested a motion to approve the agenda. Mr. Richardson made a motion to approve the agenda, Mr. Baines 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 the public conference line dial in wished to address the committee.

The committee reviewed the minutes from the August 27, 2020 meeting. Mr. Richardson made a motion to accept and file the August 27, 2020, 2020 minutes, Mr. Schlinker seconded. Mr. Larkin called the question, all present voting aye, no nays or abstentions.

Old Business

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

Mr. Larkin asked Mrs. Palmer to review the financial statements and investment report for all funds for the fiscal year ending August 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 and the capital projects private fund and public fund with the committee. The statements as presented are pre-audit at this time. Discussion ensued. No action was required on the statements at this time; further action will take place upon presentation of the fiscal year audit and financial report in October 2020.

New Business

Audit update

Mr. Larkin asked Director Schwartz and Mrs. Palmer to report on the status of the audit for the fiscal year ending June 30, 2020. Mrs. Palmer reported that the audit was still in process. The virtual audit has taken more staff time to retrieve, scan, upload and then answer questions for test samples. To reduce this time next year, FPL has switched to a digital recording keeping system with a hard copy backup. It is easier to do this on a weekly basis rather than wait until the end of the fiscal year.

Mr. Richardson asked Director Schwartz about the computer system security and processes. She described the security system and cloud backup Discussion ensued.

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Reports

Capital Projects update and Directors Report

Director Schwartz reported demolition and abatement continues at 1026 E. Kearsley Street. It will be ongoing through the middle of October. If committee members have a chance to drive by the site they will note that most of the windows have been removed and you can see from one end of the building to the other since the interior walls have been removed. There are about 50 tradespeople working on site at this time.

A question was raised about the cost of the pandemic on the renovation. Director Schwartz reported that Clark Construction had adjusted the budget to accommodate the extra costs. With favorable bids having been received, the project is still within the original construction budget. No additional change orders are expected at this time.

Board Report

Mr. Larkin noted as previously reported that the Board would have a change in leadership in October 2020, as President Pylypiw will complete her final term on the board September 30, 2020.

Mr. Richardson requested a moment to address the committee. Mr. Richardson invited all committee members to sit at his "virtual" table at the virtual Learn for Life Luncheon October 5, 2020 at noon. This is the annual fundraiser for the Flint Public Library. Due to the pandemic it has been recast as a virtual event. Any committee members interested should contact Mr. Richardson.

Congratulations were extended to Mrs. Rao for the planning and implementation of the virtual event.

Mr. Larkin called for a motion to adjourn, Mr. Watchorn made the motion and Mr. Schlinker seconded. Mr. Larkin called for a vote, all in attendance voting aye, no nays or abstentions. Meeting adjourned at 6:35 p.m.

Respectfully submitted,
Connie Palmer

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