

**Flint Public Library
Finance and Budget Committee
November 19, 2020, 2020 5:30 p.m.
Virtual Meeting via Zoom as permitted by law**

Members present Brian Larkin, Jim Richardson, Andy Watchorn, Marc Baines, April
January, Asa Zuccaro
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 5:32 p.m.

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

April January	Grand Blanc, MI
Marc Baines	Grand Blanc, MI
Asa Zuccaro	Flint, MI
Brian Larkin	Flint, MI
Jim Richardson	Flint, MI
Andy Watchorn	Flint, MI

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 ZOOM wished to address the committee.

The committee reviewed the minutes from the October 22, 2020 meeting. Mr. Baines made a motion to accept and file the October 22, 2020 minutes, Mr. Richardson seconded. Mr. Larkin called the question, all present voting aye, no nays or abstentions.

New Business

None at this time.

Committee received email regarding closure of library, status of business office during this time.

Old Business

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

Mr. Larkin asked Mrs. Palmer to review the financial statements and investment report for all funds for the fiscal year ending October 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. Watchorn asked about the controls on cash funds to verify the internal controls on the investment and spending of all funds. Director Schwartz stated the controls were in

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place as planned. Larkin requested a motion to recommend the statements to the Board of Trustees for approval. Mr. Watchorn made the motion and Mr. Baines seconded. Mr. Larkin called the question, all present voting aye, no nays, or abstentions.

Reports

Capital Projects update and Directors Report

Mrs. Palmer reported Clark was pleased to report that had zero cases of COVID 19. There is a small amount of demolition left, removed all of fireproofing and are continuing to add the structural steel. There are 60 individuals on site working at this time. Discussion ensued.

Board Report

Mr. Larkin reported the Board was in support of all measures taken by the Director and management regarding the COVID 19 pandemic and the closure of the library. The Board is supportive of all measures and wants the library to stay vigilant in its efforts to stay safe for staff and patrons.

Mr. Larkin called for a motion to adjourn. Mr. Baines made the motion and Ms. January seconded. Mr. Larkin called for a vote, all in attendance voting aye, no nays or abstentions. **Meeting adjourned at 6:45 p.m.**

Respectfully submitted,
Connie Palmer

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