

**Flint Public Library**  
**Finance and Budget Committee**  
**June 24, 2021 5:30 p.m.**  
**Virtual Meeting via Zoom as permitted by law**

Members present     Brian Larkin, Kathy Jackson, Dean Yeotis, Jim Richardson,  
                                 Matthew Schlinker, Andy Watchorn, Marc Baines, 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:

Kathy Jackson	Flint, MI
Dean Yeotis	Flint, MI
Jim Richardson	Flint, MI
Mathew Schlinker	Goodrich, MI
Andy Watchorn	Flint, MI
Marc Baines	Grand Blanc, MI
Asa Zuccaro	Flint, MI
Brian Larkin	Flint, MI

Mr. Larkin requested a motion to approve the agenda. Mr. Baines made a motion to approve the agenda, Mr. Watchorn seconded. The question was called, 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 May 27, 2021 meeting. Mr. Richardson made a motion to accept and file the May 27, 2021 minutes, Mr. Baines seconded. The question was called, all present voting aye, no nays or abstentions.

**Old Business**

*Financial Statements and Investment Report – all funds for the month ending May 31, 2021*

Mr. Larkin asked Mrs. Palmer to review the financial statements and investment report for all funds for the month ending May 31, 2021. 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 statements to the Board of Trustees for approval. Mr. Richardson made the motion and Mr. Watchorn seconded. Mr. Larkin called the question, all present voting aye, no nays, or abstentions.

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*Presentation of Budget Amendments*  
*Fiscal Year ending June 30, 2021 (FY 21)*

Mr. Larkin called upon Director Schwartz to review Resolution 21-370 Flint Public Library 2021 General Fund Appropriations as amended with the committee. Director Schwartz reviewed the overall major revenue assumptions and expenditure assumptions. Director Schwartz and Mrs. Palmer reviewed the overall summary of the general fund budget, the object detail, and the estimated fund balance available and projected with the committee. It was noted that the amendment resulted from an increase in revenues due to a larger than expected disbursement from the Genesee County Tax Revolving Fund. The Genesee County Treasurer cancelled the annual tax foreclosure sale due to the COVID pandemic, resulting in fewer chargebacks in the current tax year. The library was advised to plan on having greater than normal chargebacks in FY 23 when the delay of the sale will affect the payout. FPL has proactively increased the funds set aside to prepare for the increased chargeback in FY 21 and will do so again in FY 22. Discussion ensued. Mr. Larkin requested a motion to recommend Resolution 21-370 Flint Public Library 2021 General Fund Appropriations Act as amended to the Board of Trustees for approval. Mr. Baines made the motion and Mr. Schlinker seconded. Mr. Larkin called the question, all present voting aye, no nays, or abstentions.

Mr. Larkin called upon Director Schwartz to review Resolution 21-371 Flint Public Library 2021 Debt Service Fund 2020 Library Building and Site Bonds 2021 Appropriations as amended with the committee. Director Schwartz and Mrs. Palmer reviewed the overall summary of the debt service fund budget and the estimated fund balance available and projected with the committee. It was noted that the same circumstance regarding disbursements from the Genesee County Tax Revolving Fund applies to the Debt Service Fund for this amendment and the budgets for FY 22 and FY 23. Discussion ensued. Mr. Larkin requested a motion to recommend to the Board of Trustees Resolution 21-371 Flint Public Library 2021 Debt Service Fund 2020 Library Building and Site Bonds 2021 Appropriations as amended for approval. Mr. Watchorn made the motion and Mr. Yeotis seconded. Mr. Larkin called the question, all present voting aye, no nays, or abstentions

Mr. Larkin called upon Director Schwartz to review Resolution 21-372 Flint Public Library 2021 Capital Projects Fund – Private Appropriations as amended with the committee. Director Schwartz and Mrs. Palmer reviewed the overall summary of the capital projects budget as projected for FY 21. Mr. Larkin requested a motion to recommend to the Board of Trustees Resolution 21-372 Flint Public Library 2021 Capital Projects Fund – Private Appropriations as amended for approval. Mr. Schlinker made the motion and Mr. Watchorn seconded. Mr. Larkin called the question, all present voting aye, no nays, or abstentions.

Mr. Larkin called upon Director Schwartz to review Resolution 21-373 Flint Public Library 2021 Capital Projects Fund – Public Appropriations as amended with the committee. Director Schwartz and Mrs. Palmer reviewed the overall summary of the capital projects budget as projected for FY 21. It was noted that all revenues and fund balance in this fund will be used by the end of July 2021 as planned. Discussion ensued. Mr. Larkin

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requested a motion to recommend to the Board of Trustees Resolution 21-373 Flint Public Library 2021 Capital Projects Fund – Public Appropriations as amended for approval. Mr. Richardson made the motion and Mr. Schlinker seconded. Mr. Larkin called the question, all present voting aye, no nays, or abstentions

**New Business**

*Presentation of Budget for Capital Projects Public Resolution 21-374)*

Mr. Larkin called upon Director Schwartz to review Resolution 21-374 Flint Public Library 2022 Capital Projects Fund – Public Appropriations with the committee. Director Schwartz and Mrs. Palmer reviewed the overall summary of the capital projects budgets as presented for FY 22. The budget will account for the last payments from the Capital Projects Public fund in July 2021. Discussion ensued. Mr. Larkin requested a motion to recommend Resolution 21-374 Flint Public Library 2022 Capital Projects Fund – Public Appropriations to the Board of Trustees. Mr. Zuccaro made the motion and Mr. Baines seconded. Mr. Larkin called the question, all present voting aye, no nays, or abstentions.

**Reports**

*Directors Report and Capital Projects update*

Director Schwartz asked to delay the report considering the hour and the board meeting immediately following this meeting. All present agreed.

*Board Report*

Mr. Larkin reported the board was meeting immediately after the finance meeting.

Mr. Larkin called for a motion to adjourn. Mr. Watchorn made the motion and Mr. Baines seconded. Mr. Larkin called for a vote, all in attendance voting aye, no nays or abstentions. Meeting adjourned at 6:51 p.m.

Respectfully submitted,  
Connie Palmer

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