

**Flint District Library
February 4, 2016 Regular Board Meeting
Flint Public Library, Room 205, 5:30 p.m.**

Present: Mr. David McGhee (arrived at 6:01 pm), Ms. Linda Pylypiw, Mr. James Richardson, Mr. Brian Larkin, Mr. Matthew Schlinker, Ms. Erycka Hunter

Absent: Mrs. Reta Stanley

Staff: Mrs. Kay Schwartz, Ms. Leslie Acevedo, Mrs. Ilene Harris, Mr. Rick Dunning, Mrs. Connie Palmer, Mrs. Julie McCullough

Call to Order: Ms. Pylypiw called the meeting to order at 5:35 p.m.

Approval of Agenda: Mr. Schlinker moved approval. Mr. Larkin supported. Motion carried.

Call to Public: No members of the public had comments or questions.

Approval of Minutes: Mr. Larkin moved approval of the 1/7/16 Regular Meeting minutes. Mr. Schlinker supported. Motion carried.

Budget, Finance and Policy Committee

Monthly Financial and Investment Report ending December 31, 2015: Mrs. Palmer briefly reviewed the statements. Total cash is up 61.42%. Total current assets are up 28.86%. Total assets are up 13.57%. Total current liabilities are down 38.29%. Total noncurrent liabilities are down 4.66%. Total liabilities are down 19.07%. Total liabilities and net assets are up 13.57%. We have received 64.02% of our revenue budget and the fiscal year is 50.00% complete. Mr. Richardson made a motion to approve the statements as presented. Mr. Schlinker supported. Motion carried.

Resolution 16-298: Approval to Amend General Operating Budget for FY ending 6/30/16: The Flint Public Library Board of Trustees has an obligation to approve a balanced budget by July 1st of each year, and the Flint Public Library Board of Trustees adopted a balanced budget for the fiscal year ending June 30, 2016 (FY 16) on June 4, 2015 and amended said budget on November 2, 2015 and January 7, 2016.

The FY 16 budget needs amending due to known changes in revenue expected as the result of receiving a grant from the A. G. Bishop Trust held at J. P. Morgan Chase in the amount of \$20,000 for the Orlando J. Roberts Concert Series.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees of the Flint District Library hereby amends the general operating appropriations for fiscal year 2016;
2. The Board of Trustees of the Flint District Library estimated total revenues and total expenditures of the general operating fund are as follows:

Estimated Revenues - operations	\$ 3,455,545
Estimated Revenues - grants & special projects	117,742
Fund Balance - assigned, committed or reserved	473,235
Fund Balance - unreserved, uncommitted and unassigned	1,258,956
Total Fund Balance Available to Appropriate	<u>\$ 1,732,191</u>
Total Estimated Available to Appropriate	<u>\$ 5,305,478</u>
Estimated Expenditures	
Governing Board	\$ 39,410
Administration	418,874
Automated Systems	229,976
Facilities	444,900
Library & Program Services	2,219,379
Development	115,565
Grants & Special Programs	131,537
Total Appropriated	<u>\$ 3,599,641</u>

The Library will use assigned and reserved fund balance for building improvements of \$16,411 and will use \$13,795 from special programs and grants committed fund balance and will add \$3,852 to unassigned, uncommitted and unrestricted fund balance.

3. The Board of Trustees of the Flint District Library will cause to be levied and collected a general property tax on all real and personal property within the City of Flint upon the current tax roll a millage of 4.0 mills for the operation of the Flint Public Library; 3.4 mills will be levied in July, 2015 and .6 mills in December, 2015.

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, 2016 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, 2016.

Mr. Richardson made a motion to approve. Mr. Larkin supported. A roll call vote was taken: Hunter-aye, Larkin-aye, Pylypiw-aye, Richardson-aye, Schlinker-aye. Motion carried.

Fundraising and PR Committee:

- Plans are being finalized for the Saturday, May 7 fundraiser at Barnes & Noble and all are invited to volunteer or attend to support the project.

- Great news! The Bishop Trust funds of \$20K (the subject of the budget amendment discussed this evening) will be used hold a wide variety of concerts this spring and summer. We also received a very nice gift from Goyette Mechanical and we are extremely grateful for the ongoing generosity of our supporters.

- The total amount raised via the marketing letter to the legal community was \$4k, and the committee is very pleased with that response.
- The campaign total to date is approximately \$118.5k.

Old Business: None noted.

Recent & Upcoming Activities: Ms. Acevedo distributed the February Bookpages to the group and mentioned several programs including the 1/16 StoryCorps reception with author Christopher Paul Curtis and the upcoming VITA tax assistance dates and Winter Concert Series.

President's Remarks: Mr. McGhee shared that he is no longer serving on the Receivership Transition Advisory Board (RTAB) for the City of Flint.

New Business: Mrs. Schwartz stated that as our project to engage with an architect in designing a remodel of the building moves forward, we must think about the next phase, which would be raising the money to fulfill the plan.

Mrs. Schwartz and Mrs. Harris recently met with representatives from Kennari Consulting, a highly recommended Grand Rapids fundraising consulting firm with experience in library and nonprofit annual and capital campaigns. The board agreed that it would be a good idea to explore this opportunity, and Mr. McGhee suggested that a three person committee could be formed to assist the Director and make a recommendation to the Board. By consensus, the Board agreed that we will look at several consulting firms before making a selection and authorized the Library Director to proceed with a consultant search and Request for Services, advised by the ad-hoc committee.

Mr. McGhee appointed Ms. Pylypiw and Mr. Schlinker to work with him and Mrs. Schwartz on this project. A meeting will be scheduled in the near future.

Director's Remarks:

- Mrs. Schwartz recently met with our CS Mott Foundation Program Officer to discuss the grant proposal recently submitted and proposed architect study. The foundation was pleased to hear of our plans to engage a fundraising consultant.
- Though the StoryCorps project has ended, we hope to be able to continue it in some fashion in 2016. We'll have to consider if this will be financially feasible for us, but we would love to continue the project in some way and give community members the chance to tell their stories about the ongoing Flint water issues.
- Management continues to be very busy concentrating on our new initiatives along with their usual ongoing work. All union contracts expire on June 30, so preparations for union negotiations have begun.

- Our partnership with the Flint & Genesee Literacy Network has brought about other *Read While You Wait* (RWYW) funding opportunities, and we now have seven additional RWYW libraries that can be supported with the funds that we have received. Participating barbershops will be given FPL branded window clings to promote this very exciting and worthwhile project.
- Mr. Dunning briefly presented details on our new 3D printer, and shared that he and the IT Team have completed training and have found many free tools with printable files. We plan to begin offering demonstrations to the community in April, and management will take steps to initiate an administrative policy for the printer before the public roll out.
- Thanks to the generous support of the Ruth Mott Foundation, we will have the ability to send five staff members to the March 2016 *Computers in Libraries* conference. Several staff members will also attend the upcoming *Every Child Ready to Read* training.
- The FCCC 2nd Annual Board Mixer will be held at The Whiting on Thursday, February 11 at 5:30 pm, and Mr. Larkin, Mr. McGhee, Mr. Schlinker, and Mrs. Schwartz will all attend.

Adjournment: Mr. Schlinker made a motion to adjourn. Mr. Larkin supported. The meeting was adjourned by unanimous consent at 7:01 pm.



Mr. Brian Larkin, Secretary