

**Flint District Library
December 1, 2016 Regular Board Meeting
Flint Public Library, Room 205, 5:30 p.m.**

Present: Ms. Linda Pylypiw, Mr. Matt Schlinker, Ms. Erycka Hunter (via phone), Mrs. Reta Stanley, Mr. Brian Larkin, Mr. Jim Richardson

Absent with notification: Mr. David McGhee

Staff: Mrs. Kay Schwartz, Mrs. Connie Palmer, Mrs. Cassie Mead, Mr. Alonzo Hill, Mr. Rick Dunning, Ms. Leslie Acevedo, Mrs. Wanda Harden, Mrs. Julie Appleton

Call to order: Ms. Pylypiw called the meeting to order at 5:36 p.m.

Approval of agenda: Ms. Pylypiw mentioned two changes to the agenda. Item #8 (Authorization to apply for Ruth Mott Foundation grant) is to be moved up to #6 so that Mr. Richardson may be present for voting on it since he has to leave early.

Mr. Richardson moved approval of the agenda with the proposed amendment. Mr. Larkin supported. Motion carried.

Call to public: Staff unions AFSCME 4710 and SEIU Local 517m and non-union personnel have been offered a 4% W2 bonus as a way to acknowledge the sacrifice and ongoing hard work of staff in lieu of raises. The bonus will be paid on January 20, 2017. Mr. Alonzo Hill, representative for AFSCME 4710, thanked the board for their work and for the bonus.

11/3/16 Regular Meeting Minutes: Mrs. Stanley moved approval. Mr. Schlinker supported. Motion carried.

11/3/16 Closed Session Minutes: Mr. Richardson moved approval. Mrs. Stanley supported. Motion carried.

Budget, Finance and Policy Committee

Financial Statements ending October 31, 2016: Mrs. Palmer briefly reviewed the statements. Total cash is up 30.11%. Total current assets are up 21.53%. Total assets are up 11.49%. Total current liabilities are down 51.08%. Total noncurrent liabilities are down 6.11%. Total liabilities are down 28.64%. Total liabilities and net assets are up 11.49%. We have received 55.65% of our revenue budget and the fiscal year is 33.00% complete.

Ms. Pylypiw asked if the library was allowed to invest in other investments than what we have currently. Mr. Richardson said investment options are very restrictive under Michigan law. Mrs. Schwartz will send Ms. Pylypiw and the rest of the Board the Investment Policy for their information.

Mr. Richardson moved approval of the statements as presented. Mr. Larkin supported. Motion carried.

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Resolution 16-306-Depositories: The Board of Trustees of the Flint District Library hereby directs that the following financial institutions will be designated depositories in to which the funds of the Flint District Library may be deposited:

JP Morgan Chase Bank, N. A.
Chemical Bank (formerly Talmer Bank)
First Merit Bank/Huntington National Bank
Dort Federal Credit Union
Financial Plus Federal Credit Union

The Board of Trustees of the Flint District Library hereby directs that the Board President Linda Pylypiw, Board Treasurer James Richardson, and the Director of Library Services Kathryn L. Schwartz are the official signatories to open and maintain accounts, to sign any and all checks, drafts, and orders, endorse for negotiation, negotiate and receive the proceeds of any negotiable instrument or orders of payments of money payable to the Flint District Library.

The Board of Trustees of the Flint District Library hereby directs that the Board President, the Board Treasurer, the Director of Library Services or their designee is hereby authorized to act on behalf of the Flint District Library to enter into agreements with the financial institutions for cash management services which may include, without limitation, agreements relating to:

- the disbursement of funds (via check, automated clearinghouse [ACH] transfer, wire transfer, other electronic funds transfer or otherwise) of the Flint District Library which may be accomplished verbally, in writing, via electronic transmission or otherwise;
- the deposit or collection of funds of the Flint District Library;
- access to information relating to any and all accounts, collection and disbursement activity of the Flint District Library;
- the use of software and /or Internet based products in order to undertake any and all of the foregoing;
- take any and all action permitted or contemplated by any of the foregoing agreements and/or services, all as any such person in their sole discretion deems advisable;
- designate to the financial institutions the person(s) authorized to provide instructions to the Bank relating to the accounts, disbursements, collections or any other cash management arrangements of the Flint District Library and/or delegate to other the authority to make, direct or undertake any of the actions contemplated above.

Mr. Richardson made a motion to approve the resolution. Mrs. Stanley supported. Roll call vote: Hunter-aye, Larkin-aye, Pylypiw-aye, Richardson-aye, Schlinker-aye, Stanley-aye. Motion carried.

Resolution 16-307-Investment Officer: The Board of Trustees of the Flint District Library hereby reaffirms that the Board President Linda Pylypiw, Board Treasurer James Richardson, and the Director of Library Services Kathryn L. Schwartz are the individuals who are the official signatories to open and maintain accounts, to sign any and all checks, drafts, and orders, endorse for negotiation, negotiate and receive the proceeds of any negotiable instrument or orders of payments of money payable to the Flint District Library.

The Board of Trustees of the Flint District Library hereby directs the Director of Finance, HR & Facilities, Connie M. Palmer, as Investment Officer to act on behalf of the Flint District Library to enter into agreements with the approved financial institutions for investment of funds according the confines of the investment policy.

Discussion ensued. Ms. Pylypiw requested that the wording be “affirms” not “reaffirms”.

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Mr. Richardson moved approval of the resolution with the change in wording noted above. Mr. Larkin supported. Roll call vote: Hunter-aye, Larkin-aye, Pylypiw-aye, Richardson-aye, Schlinker-aye, Stanley-aye. Motion carried.

Authorization to apply for Ruth Mott Foundation grant: Mrs. Schwartz gave a brief synopsis of information included in the Board packet. The Library has been invited to apply for a Ruth Mott Foundation grant for general operating purposes, and the proposal will be submitted next week.

Mr. Richardson moved approval to apply for the Ruth Mott Foundation grant for \$200,000. Mr. Schlinker supported. Motion carried.

(Mr. Richardson had to leave at this time, 6:01 p.m.)

Updates from board Committees

Fundraising & PR Committee: Mrs. Mead presented a dashboard for the year-end appeal that was sent to 606 donors. She said that there has been a positive response of 4.6 percent, which is in the range of the average response rate reported by other organizations. Five new donors have donated, six have been recaptured, and nine increased their gifts. She said this year's appeal will establish a good baseline moving forward. Final appeal numbers will be reported out at the February board meeting.

Building renovation committee: Mrs. Schwartz reviewed information contained in the Board packet. The meeting date for the architect bid is the first week in January in order to choose three to four finalist firms. On February 7, 8, and 9th stacked interviews will be held. We are working with a local funder to advance the project through schematic design and design development in 2017.

A timetable schedule was presented, showing a 24 month capital campaign beginning in January 2018, followed by construction lasting about ten months. The project will move forward provided funding is available, and the Board of Trustees will be active participants in the capital campaign along with library staff, assisted by Kennari Consulting.

Appointment of Committee Members: Ms. Pylypiw sent out thoughts via email about committee appointments. The board has to approve the chairs. Her suggestions are:

FINANCE, BUDGET & POLICY

Chair: Jim Richardson

Members: Erycka Hunter, Matt Schlinker

FACILITIES

Chair: Matt Schlinker

Members: David McGhee

FUNDRAISING & PR

Chair: Jim Richardson

Members: Linda Pylypiw, Matt Schlinker

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HR & OPERATIONS

Chair: Reta Stanley

Members: Erycka Hunter, Linda Pylypiw

NOMINATING

Chair: Brian Larkin

Members: Reta Stanley, David McGhee

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Brian Larkin

Mr. Schlinker moved to accept the chairs and members of the committees as presented. The motion was supported by Mrs. Stanley. Motion carried.

New Business: The regularly scheduled meeting date in July 2017 needs to be moved to align with the Director's availability. Mr. Schlinker moved approval and Mr. Larkin supported to move the July Board and Annual meetings to July 13, 2017. Motion carried.

President's Remarks: Ms. Pylypiw is happy to serve the board as President, and noted that she prefers to have meetings that last one hour or less.

Director's Remarks

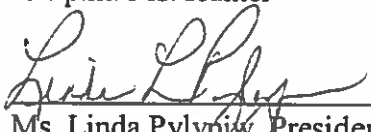
- Mrs. Schwartz elaborated on Mr. Hill's appreciation about the decision to offer bonuses. Both bargaining units have been informed and are in process of responding. Mrs. Schwartz was pleased that finances allowed this offer to staff.
- The Library recently received a \$6,500 grant from the Nartel Family Foundation for *Every Child Ready to Read*. Fifteen sets of the same book will be purchased so that parents and children may read together along with the librarian. There will be 16 outreach visits. Thanks to Ilene Harris for connecting FPL with this grantor.
- The Mott Community College 38th Annual Tribute Dinner Honoring Martin Luther King Jr. will be held on Thursday, January 12, 2017 at 6:00 p.m. at the Riverfront Banquet Center. FPL will purchase tickets for Board members who wish to represent FPL.
- Board training with Kennari Consulting will be 7:30-9:00 a.m. next Thursday, December 8th. Sandi Frost Steensma and Janet Zahn will be providing the training, which will focus on the upcoming capital campaign.
- The staff holiday lunch will be held on Thursday, December 8th from 1-5 pm in the staff lounge, and trustees are invited to attend.
- Ms. Acevedo presented an update on Dolly Parton's Imagination Library. Color brochures are now available, and 667 children signed up through November 30. In January those children will receive their first book, which is Dolly Parton's favorite book,

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The Little Engine Who Could. A special thanks goes to Angie Wesch for her dedicated efforts on this project.

Upcoming activities: Ms. Acevedo distributed the December copy of BookPages and spoke of several upcoming events including the December 2 puppet show with Geppetto and the December 6 Holiday Walk.

Adjournment: Mr. Schlinker moved approval for adjournment at 6:34 p.m. Ms. Hunter supported. Motion carried and the meeting was adjourned.


Ms. Linda Pylypiw, President