

**Flint District Library  
December 7, 2017 Regular Board Meeting  
Flint Public Library, Room 205, 5:30 p.m.**

**Present:** Ms. Linda Pylypiw, Mrs. Reta Stanley, Mr. Brian Larkin, Mr. Matthew Schlinker, Mr. James Richardson, Mr. Moses Bingham

**Absent with notification:** Mr. David McGhee

**Staff:** Mrs. Kay Schwartz, Ms. Leslie Acevedo, Mrs. Connie Palmer, Mrs. Ashoka Rao

**Call to Order:** Ms. Pylypiw called the meeting to order at 5:32 p.m.

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

**Call to Public:** There were no questions or comments from the public.

**Approval of 11/2/17 Regular Meeting Minutes:** Mr. Richardson moved approval. Mr. Schlinker supported. Motion carried.

**Finance, Budget, and Policy Committee**

**October 31, 2017 Financial and Investment Report:** Mrs. Palmer reviewed the dashboard for the month. We have completed 33.33% of the fiscal year. Property tax collections through October 31, 2017 were \$1,625,070, approximately 62.42% of expected collection. The pace of collections is the same as the prior year. The library has used 32.33% of budget appropriations as of 10/31/2017. We have total unrestricted cash of \$3,964,193, \$183,030 is needed for current liabilities, and the balance is invested at an average rate of .11%. Total cash will cover operations for 12.5 months. Mr. Richardson made a motion to approve the report. Mr. Larkin supported. Motion carried.

**Resolution 17-315 Budget Amendment #1**

*WHEREAS, the Flint Public Library Board of Trustees has an obligation to approve a balanced budget by July 1<sup>st</sup> of each year, and*

*WHEREAS, the Flint Public Library Board of Trustees adopted a balanced budget for the fiscal year ending June 30, 2018 (FY 18) on June 1, 2017; and*

*WHEREAS, the FY 18 budget needs amending due to known changes in revenue expected resulting from the receipt of grants from the Nartel Family Foundation, Flint Water Fund Foundation a supporting organization of the Community Foundation of Greater Flint, A.G. Bishop Charitable Trust and the Mid-Michigan Library Cooperative all in support of the strategic initiatives of childhood literacy, digital literacy and the library as a community space, and*

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. *The Board of Trustees of the Flint District Library hereby adopts the amended general operating appropriations for fiscal year 2018;*
2. *The Board of Trustees of the Flint District Library estimated total revenues and total expenditures of the general operating fund as amended are as follows:*

<i>Estimated Revenues - operations</i>	\$3,253,785
<i>Estimated Revenues - grants &amp; special programs</i>	150,142
<i>Fund Balance - assigned, committed or reserved</i>	716,521
<i>Fund Balance - unreserved, uncommitted and unassigned</i>	1,629,723
<i>Total Fund Balance July 1 Available to Appropriate</i>	<u>\$2,346,244</u>
<i>Total Estimated Available to Appropriate</i>	<u>\$5,750,171</u>
<i>Estimated Expenditures</i>	
<i>Governing Board</i>	\$24,930
<i>Administration</i>	430,467
<i>Automated Systems</i>	211,166
<i>Facilities</i>	476,299
<i>Library &amp; Program Services</i>	2,100,332
<i>Development</i>	130,470
<i>Grants &amp; Special Programs</i>	773,499
<i>Total Appropriated</i>	<u>\$4,147,163</u>

*The Library will use \$623,357 from special programs and grants assigned fund balance, will add \$14,362 for special programs and grants for FY 18, and will use \$119,878 from unreserved, uncommitted and unassigned fund balance for the operating budget for fiscal year ending June 30, 2018.*

3. *The Board of Trustees of the Flint District Library has caused 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 on the summer 2017 tax roll.*
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, 2018 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, 2018.*

Mr. Richardson made a motion to approve the resolution. Mr. Larkin supported. Discussion ensued. Ms. Pylypiw called the question by roll call. Roll call vote: Larkin-aye, Bingham-aye, Richardson-aye, Stanley-aye, Schlinker-aye, Pylypiw-aye. Motion carried.

**Updates from Board Committees**

**Fundraising & PR:** Mrs. Rao shared the following information with the board:

Raised July 1- November 28, 2017	\$52,345.00
Includes money raised from the T.H.E. Luncheon	\$31,146.00
To-date new gifts/increased donations	\$37,687.00
Anticipated RMF Match (not included in total raised)	\$30,687.00
Total raised during FY 17	\$54,000.00

**Building Renovation:** OPN will visit on January 10 and 11, 2018. There will be a special board meeting on Wednesday, January 10, 2018 at 5:30 p.m. for the board of trustees to accept their report and that of Clark Construction. The next step in the process will be a feasibility study performed by Kennari Consulting.

**Old Business:** None

**New Business:**

**Ruth Mott Foundation Grant Request**

Mrs. Schwartz brought forth an invitation for the Library to submit a grant request to the Ruth Mott Foundation for a capacity grant. The grant will help fund the digital literacy strategic initiative programming. Mr. Richardson moved approval. Mrs. Stanley supported. Discussion ensued. Mrs. Pylypiw called the question, all present voting aye. Motion carried.

**President's Remarks:** Ms. Pylypiw shared that Mrs. Schwartz had been nominated for the 2017 Sybil Award, along with 17 other community members. Ms. Pylypiw and members of the management team attended the event on behalf of the Library. It was an honor to be included in a distinguished group of individuals who work to improve life for many residents of the community every day.

**Director's Remarks:**

- FPL has purchased a table at the Genesee District Library Black History Month Brunch. The brunch will be held Saturday, February 3, 2017 from 10:00 a.m. to 12:30 p.m. at Genesys Banquet Center. Please send Mrs. Schwartz an email within the next week if you would like to attend.
- Legislation has been introduced in Lansing regarding the funding of local governmental units pension obligations. This will include the Library's plan for employees hired after July 1, 2000. We will continue to follow this and report back to both Finance and the Board.

**Upcoming Activities:** Ms. Acevedo distributed the December BookPages and mentioned several programs including the successful Polar Express Extravaganza. Ms. Acevedo highlighted the programs the Library will feature on December 26, 27 and 28<sup>th</sup> included a puppet show, a concert by Gemini and the TechStudiOH! open houses on the 27<sup>th</sup> and 28<sup>th</sup>.

A motion was made by Mr. Larkin, seconded by Mr. Schlinker to go into closed session to discuss union negotiations. Roll call vote:

Larkin-aye, Bingham-aye, Richardson-aye, Stanley-aye, Schlinker-aye, Pylypiw-aye. Motion carried. Board went into closed session at 6:19 p.m.

Ms. Pylypiw called the regular meeting to order at 6:35 after leaving closed session.

Mr. Larkin made a motion to accept the Director's recommendation regarding union negotiations. Mr. Schlinker supported. Mrs. Pylypiw called the question, all present voting aye, motion carried.

**Adjournment:** Mr. Larkin made a motion to adjourn. Mr. Schlinker supported. The meeting was adjourned by unanimous consent at 6:38 pm.

  
Mrs. Reta Stanley, Secretary