

**Flint District Library
January 4, 2018 Regular Board Meeting
Flint Public Library, Room 205, 5:30 p.m.**

Present: Ms. Linda Pylypiw, Mrs. Reta Stanley, Mr. Matthew Schlinker, Mr. James Richardson

Absent with notification: Mr. David McGhee, Mr. Brian Larkin

Absent: Mr. Moses Bingham

Staff: Mrs. Kay Schwartz, Ms. Leslie Acevedo, Mrs. Connie Palmer, Mrs. Ashoka Rao, Mr. Rick Dunning, Mrs. Wanda Harden, Mrs. Julie McCullough

Call to Order: Ms. Pylypiw called the meeting to order at 5:34 p.m.

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

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

Approval of 12/7/17 Regular Meeting Minutes: Mr. Richardson moved approval. Mr. Schlinker supported. Motion carried.

Approval of 12/7/17 Closed Session Minutes: Mr. Richardson moved approval. Mr. Schlinker supported. Motion carried.

Finance, Budget, and Policy Committee

November 30, 2017 Financial and Investment Report: Mrs. Palmer reviewed the dashboard for the month. We have completed 41.92% of the fiscal year. Property tax collections through November 2017 were \$1,822,503, approximately 70.01% of expected collection. The library has used 39.16% of budget appropriations as of 11/30/17. We have total unrestricted cash of \$3,960,397, \$177,170 is needed for current liabilities, and the balance is invested at an average rate of 0.1687%. Total cash will cover operations for 12.5 months. Mr. Richardson made a motion to approve the report. Mrs. Stanley supported. Motion carried.

Resolution 18-316 Budget Amendment: *WHEREAS, the Flint Public Library Board of Trustees has an obligation to approve a balanced budget by July 1st 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 amended said budget on December 7, 2017 and

WHEREAS, the FY 18 budget needs amending due to known changes in operating revenue expected resulting from the receipt of stabilization and early retirement incentive payments from the State of Michigan for the Michigan Public School Personnel Retirement System, recognition of penal fines received in September 2017, recognition of additional gifts and donations received and increased investment income, and

WHEREAS, the Board of Trustees has agreed to provide to its collectively bargained units, nonunion staff and the Director of Library Services a bonus of 4% of wages net of any previous bonuses paid on the payroll check dated January 19, 2018 in continued recognition of the sacrifice each has made to ensure that the Flint Public Library continues to serve its patrons and maintain its strategic focus on its mission as Flint's "go to" place to learn for life; 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:*

Estimated Revenues - operations	\$3,381,768
Estimated Revenues - grants & special programs	150,142
Fund Balance - assigned, committed or reserved	716,521
Fund Balance - unreserved, uncommitted and unassigned	1,629,723
Total Fund Balance July 1 Available to Appropriate	\$2,346,244
Total Estimated Available to Appropriate	\$5,878,154

Estimated Expenditures	
Governing Board	\$24,930
Administration	455,200
Automated Systems	222,170
Facilities	493,870
Library & Program Services	2,205,500
Development	145,500
Grants & Special Programs	759,137
Total Appropriated	\$4,306,307

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 assigned fund balance for FY 18 budget and \$45,523 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 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. Schlinker supported. Roll call vote: Schlinker-aye, Richardson-aye, Stanley-aye, Pylypiw-aye. Motion carried.

Motion-Staff Bonuses: Mr. Richardson made a motion for all staff, AFSCME, SEIU, IT-Shelvers, administration and managers to receive a 4% bonus based on gross earnings for calendar year 2017. Mr. Schlinker supported. Motion carried.

Mr. Richardson made a motion for the Director of Library Services to receive a 4% bonus based on gross earnings for calendar year 2017. Mr. Schlinker supported. Motion carried.

Updates from Board Committees

Fundraising & PR: The library’s Year End Appeal mailing and other publicity around the library’s financial needs are producing new, increased, and “recaptured” donations. The campaign year to date already exceeds the entire campaign for last fiscal year. Just within the past few days, we achieved the requirements for the Ruth Mott Foundation matching grant of \$50,000, a great achievement halfway through the year.

\$ Raised July 1 – December 27, 2017 (before RMF match)	\$77,748
Total raised FY 2017 (entire year)	\$54,000

Building Renovation: We look forward to the OPN visit on Wednesday, January 10. Library staff will be meeting with the OPN group that morning, and OPN Architects and Clark Construction will deliver the final design and design development reports to the Board at the Special Board meeting at 5:30 pm in Room 205.

Old Business: None.

New Business: None.

President’s Remarks: Ms. Pylypiw wished the group a Happy New Year.

Director’s Remarks

- Mrs. Schwartz distributed copies of the Community Foundation of Greater Flint *Literacy for Life 2017 Annual Report*. Director of Library Operations Leslie Acevedo is featured in the publication, along with some of our local young readers.
- We continue our ongoing efforts in community outreach related to Children’s programming and digital literacy.

Upcoming Activities: Ms. Acevedo distributed the January BookPages and the January/February newsletter and mentioned several programs including the upcoming MLK Celebration. Longtime Children’s Librarian Brenda Harris will be retiring at the end of January, and there will be a special story time in her honor on Saturday, January 27.

Adjournment: Mr. Schlinker made a motion to adjourn. Mrs. Stanley supported. The meeting was adjourned by unanimous consent at 6:19 pm.



 Mrs. Reta Stanley, Secretary