

**Flint Public Library  
Finance and Budget Committee  
February 28, 2018  
Room 205, 5:30 PM**

Members present: Jim Richardson, Matthew Schlinker  
Staff present: Director Kay Schwartz, Director of Finance Connie Palmer

Mr. Richardson called the Finance Committee meeting to order at 5:35 p.m.

Mr. Richardson made a motion to approve the agenda as presented, Mr. Schlinker seconded. All present voting aye.

A call was made to the public; no public was in attendance.

The committee reviewed the minutes from the January 24, 2018 meeting. Mr. Richardson made a motion and Mr. Schlinker seconded to accept and file the January 24, 2018 minutes. Mr. Richardson called the question, all present voting aye. Motion carried.

**Old Business**

None

**New Business**

*Financial Statements and Investment Report for the period ending January 31, 2018.*

Mr. Richardson asked Mrs. Palmer to review the financial statements and investment report for the period ending January 31, 2018. Mrs. Palmer reviewed the financial statements and the investment schedule with the committee. The committee reviewed the cash and cash investments, the property tax revenues and the flow of collections and the status of the budget to actual for each activity center and grants. Discussion ensued as the committee reviewed the statements in detail. Mr. Schlinker moved and Mr. Richardson seconded forwarding with the committee's recommendation for approval, the financial statements and the investment report for the period ending January 31, 2018 to the Board of Trustees. All present voting aye.

*Budget Amendment Three*

Mr. Richardson asked Director Schwartz to review budget amendment three with the committee. Director Schwartz and Mrs. Palmer reviewed the details of the amendment. Discussion ensued. Mr. Schlinker made a motion that the committee recommends to the Board of Trustees the approval of Resolution 18-317. Mr. Richardson seconded the motion, all present voting aye.

*Policy discussion – auditor selection*

Director Schwartz had documents from the Governmental Finance Officers Association distributed to the committee for future discussion. Additional materials will be sought from Michigan Municipal League and the Michigan

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Library Association. A future policy recommendation will be made after review of the materials.

**Director's Report**

Director Schwartz reported on the following items:

- The Dolly Parton Imagination Library (DPIL) media campaign has begun. Everyone in the community has to be aware of the DPIL program to allow all members of the community to be ambassadors for the program. It will run from March through the end of April, targeting Flint zip codes.
- Director Schwartz will be on a visit to Seattle with family in March. She will be able to work offsite.
- Director Schwartz is working towards spending 50% of her time on development to ensure the building project will occur. She is working with the management team to delegate items not related to development.

**Board Report**

Mr. Richardson reported the board received board committee reports and accepted the financial statements at the last meeting.

There being no further business to discuss, Mr. Richardson adjourned the meeting at 7:20 p.m.

Respectfully submitted,  
Connie Palmer

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