

**Flint Public Library  
Finance and Budget Committee  
November 29, 2017  
Room 205, 5:30 PM**

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

Mr. Richardson called the Finance Committee meeting to order at 5:36 p.m.

Mr. Richardson requested a motion to approve the agenda as presented. Mr. Schlinker motioned and Ms. Jackson seconded. Mr. Richardson called the question, all present voting aye.

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

The committee reviewed the minutes from the October 25, 2017 meeting. A motion was made by Ms. Jackson and seconded by Mr. Schlinker to accept and file the October 25, 2017 minutes. Mr. Richardson called the question, all present voting aye. Motion carried.

**Old Business**

No old business was presented.

**New Business**

*Financial Statements and Investment Report for the period ending October 31, 2017.*

Mr. Richardson asked Mrs. Palmer to review the financial statements and investment report for the period ending October 31, 2017. Mrs. Palmer reviewed the financial statement 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. Ms. Jackson moved and Mr. Schlinker seconded forwarding with the committee's recommendation for approval, the financial statements and the investment report for the period ending October 31, 2017 to the Board of Trustees. Mr. Richardson called the question, all present voting aye.

*Budget FY 18 Amendment #1*

Mr. Richardson called upon Director Schwartz to review Budget Amendment #1 for the fiscal year ending June 30, 2018, as shown in Resolution 17-315. Director Schwartz asked Mrs. Palmer to review the details of the amendment with the committee. The following recommendation regarding the budget amendment was made to the committee:

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*The Director is recommending the adoption of the budget amendment as reflected in Resolution 17-315 for the inclusion of the grants from the following sources:*

- *Nartel Family Foundation “Every Child Ready to Read Outreach”*
- *Foundation for Flint, a supporting organization of the Community Foundation of Greater Flint – “Flint Kids Read with the Dolly Parton Imagination Library”*
- *AG Bishop Charitable Trust for the FY 18 Classroom, Family and Adult “Saturday Night Out” concerns and Blues on the Library Lawn August 2018*
- *Mid-Michigan Library Cooperative for Technology*
- *Flint Genesee Area Chamber of Commerce Summer Youth Initiative Summer 2017*

*The Director is recommending from grants and special programs the use of assigned fund balance of \$623,357 and adding to assigned fund balance for use in FY 19 of \$14,362.*

Mr. Schlinker motioned and Ms. Jackson seconded recommending for approval to the Board of Trustees Resolution 17-315 Flint Public Library 2018 General Fund Appropriations Act as amended. Discussion ensued. Mr. Richardson called the question, all present voting aye.

**Director’s Report**

Director Schwartz reported on the following:

- Director Schwartz has requested a closed session for purpose of contract negotiations at the December 7, 2017 board of trustees meeting.
- A proposal to change the time and format of the Finance committee meeting is being brought forth. We are asking that the Board consider changing the meeting to the first Thursday of the month, at 4:30 p.m. before the Board of Trustees meeting and changing the composition of the committee to consist of 3 board members (including the Treasurer) and 1 at large public individual. This will be put on the Finance Committee agenda for December for discussion.
- The Table Hosted Event (THE) was great! We had over 200 people attend the event. Over \$30,000 gross in pledges and gifts were received for the library's campaign. Mrs. Rao did a fabulous job in a short time to pull the event together with the help of Kennari Consulting.

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- Work is continuing on the building project. We are in the design/development stage with Clark Construction, our construction managers and OPN Architects. This stage involves finalizing design details and pricing the overall project.

**Board Report**

Mr. Richardson reported the board accepted the annual financial report from Plante Moran for the fiscal year ended June 30, 2017 at its last meeting and received committee reports.

There being no further business to discuss, Mr. Richardson adjourned the meeting at 6:36 p.m.

Respectfully submitted,  
Connie Palmer

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