

**Flint Public Library  
Finance and Budget Committee  
December 20, 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 5:35 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 November 29, 2017 meeting. A motion was made by Mr. Schlinker and seconded by Ms. Jackson to accept and file the November 29, 2017 minutes. Mr. Richardson called the question, all present voting aye. Motion carried.

**Old Business**

*Discussion of changing Finance Committee structure and meeting date.*

Mr. Richardson and Director Schwartz discussed a proposal to change the time and format of the Finance committee meeting. The request is to 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. A lengthy discussion ensued. It was determined to leave the Finance Committee structure and meeting date as it is currently prescribed in the Board of Trustees by laws.

**New Business**

*Financial Statements and Investment Report for the period ending November 30, 2017.*

Mr. Richardson asked Mrs. Palmer to review the financial statements and investment report for the period ending November 30, 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. Mr. Schlinker moved and Ms. Jackson seconded forwarding with the committee's recommendation for approval, the financial statements and the investment report for the period ending November 30, 2017 to the Board of Trustees. Mr. Richardson called the question, all present voting aye.

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*Budget FY 18 Amendment #2*

Mr. Richardson called upon Director Schwartz to review Budget Amendment #2 for the fiscal year ending June 30, 2018, as shown in Resolution 18-316. 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:

*The Director is recommending the adoption of FY 18 Budget Amendment #2 with an increase in operating revenues of \$127,983 and an increase in operating expenditures of \$173,505. The difference of \$45,522 from the original operating budget will be taken from unassigned, uncommitted and unrestricted fund balance. The budget amendment reflects providing staff with a bonus of 4% of wages to be paid on the January 19, 2018 payroll check.*

Mr. Schlinker motioned and Ms. Jackson seconded recommending for approval to the Board of Trustees Resolution 18-316 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 development activities that have exceeded expectations including the response to the year end appeal and contacts made with new donors.

**Board Report**

Mr. Richardson reported the board approved Resolution 17-315 Budget FY 18 Amendment #1 and went into closed session to discuss contract negotiations.

There being no further business to discuss, Mr. Richardson adjourned the meeting at 7:15 p.m.

Respectfully submitted,  
Connie Palmer

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