

**Flint Public Library
Finance and Budget Committee
September 26, 2018
Room 205, 5:30 PM**

Members present: Jim Richardson, Andrew Watchorn
Staff present: Director of Library Services Kay Schwartz,
Director of Finance, HR & Facilities Connie Palmer

Mr. Richardson called the Finance Committee meeting to order at 5:40 p.m.

Mr. Richardson requested a motion to approve the agenda as presented. Mr. Watchorn made a motion to approve the agenda as presented, Mr. Richardson supported. All present voting aye.

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

The committee reviewed the minutes from the August 22, 2018 meeting. Mr. Watchorn made a motion and Mr. Richardson seconded to accept and file the August 22, 2018 minutes. Mr. Richardson called the question, all present voting aye. Motion carried.

Old Business

Update meeting calendar

The committee reviewed and agreed to a revised meeting calendar for the balance of FY 19 moving the meetings to the fourth Thursday of the month with the exception of the October 24, 2018 and June 26, 2019 meetings. All in attendance agreed. The new meeting dates will be as follows:

October 2018	Wednesday, October 24, 2018
November 2018	Thursday, November 29, 2018
December 2018	Thursday, December 20, 2018
January 2019	Thursday, January 24, 2019
February 2019	Thursday, February 28, 2019
March 2019	Thursday, March 28, 2019
April 2019	Thursday, April 25, 2019
May 2019	Thursday, May 23, 2019
June 2019	Wednesday, June 26, 2019

Update annual audit

Director Schwartz and Mrs. Palmer updated the committee on the status of the annual audit conducted by Plante Moran. Fieldwork has ended and management has the audit for review and preparation of the Management's Discussion and Analysis portion of the final report. The year-end financial report and auditor's report will be presented to the committee on October 24, 2018 and to the Board of Trustees on November 1, 2018. .

New Business

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

Mr. Richardson asked Mrs. Palmer to review the financial statements and investment report for the period ending August 31, 2018. Mrs. Palmer reviewed the financial statement and the investment schedule with the committee, noting the financial statements were preaudit. 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

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for each activity center and grants. Discussion ensued as the committee reviewed the statements in detail. Mr. Watchorn moved and Mr. Richardson seconded forwarding with the committee's recommendation for approval, the financial statements and the investment report for the period ending August 31, 2018 to the Board of Trustees. All present voting aye.

Director Report

Director Schwartz reported on the following:

- We received notice from the Flint Community Schools that Moses Bingham was reappointed to a 3 year term on the Library Board.
- We are awaiting notice from the City of Flint verifying Ms. Kathy Jackson's appointment to the Library Board.
- Director Schwartz was at the Historical Society of Michigan conference in Sturgis September 22, 2018 to receive on behalf of the library the 2018 State History Award for Institutions.
- We are submitting a nomination for the IMLS National Medal for 2019. We have a strong application with recommendations from Senator Stabenow, Senator Peters and Congressman Kildee.
- We are preparing for the Learn for Life luncheon on Tuesday, October 9, 2018 as well as other development activities.

Board Report

Mr. Richardson concurred with the Director's reporting of the trustee appointments. The board will elect new officers at its October 4, 2018 meeting.

There being no further business to discuss, Mr. Richardson adjourned the meeting at 6:50 p.m.

Respectfully submitted,
Connie Palmer

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