

**Flint Public Library
Finance and Budget Committee
December 20, 2018
Room 205, 5:30 PM**

Members present: Jim Richardson, Brian Larkin, 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 5:30 p.m.

Mr. Richardson requested a motion to approve the agenda as presented, acknowledging management's request to add under new business a discussion of additional payments for staff. Mr. Larkin made a motion to approve the agenda with the requested change, Mr. Watchorn seconded, all present voting aye. Motion carried.

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

The committee reviewed the minutes from the November 29, 2018 meeting. Mr. Watchorn made a motion and Mr. Larkin seconded to accept and file the November 29, 2018 minutes. Mr. Richardson called the question, all present voting aye. Motion carried.

Old Business

Investment Policy review

Mr. Richardson asked Director Schwartz and Mrs. Palmer to review the current investment policy with the committee. A quick review was conducted highlighting the investment objectives, the management of the investments, the standards of prudence, ethics and conflict of interest, authorized instruments as outlined in Public Act 20 of 1943 as amended, and the custodial and safekeeping procedures. Discussion ensued. The committee expressed its appreciation for the review of the investment policy.

New Business

Financial Statements and Investment Report for the period ending November 30, 2018.

Mr. Richardson asked Mrs. Palmer to review the financial statements and investment report for the period ending November 30, 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. Larkin moved and Mr. Watchorn seconded forwarding with the committee's recommendation for approval, the financial statements and the investment report for the period ending November 30, 2018 to the Board of Trustees. All present voting aye.

Motions for staff additional payments.

Mr. Richardson called upon Director Schwartz to review the motions. Director Schwartz explained that she had been directed by the Board of Trustees to enter into discussions with AFSCME and SEIU regarding the payment of a staff bonus in January 2019. Director Schwartz and Mrs. Palmer did so and received support with the proposal presented of payment of a 5% bonus based on gross wages in calendar year 2018.

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Director Schwartz asked for a recommendation to the Board of Trustees on the following motions after review and discussion of the wording of the motions:

Motion 1

It is the recommendation of the Director and supported by the Finance Committee as reviewed with AFSCME and SEIU that AFSCME and SEIU staff receive a 5% bonus based on gross earnings for calendar year 2018. The Director also recommends nonunion staff receive a 5% bonus based on gross earnings for calendar year 2018. Gross earnings will be calculated as Medicare earnings as shown in Box 3 of their 2018 W-2 plus Medicare deferred items less any bonuses previously paid in year 2018.

Motion: to authorize the payment of this staff bonus as described.

Mr. Watchorn made a motion that Motion 1 be recommended by the Treasurer to the Board of Trustees as worded above, Mr. Larkin seconded the motion. Mr. Richardson called the question, all present voting aye.

Motion 2

It is the recommendation of the Finance Committee that the Director of Library Services receive a 5% bonus based on gross earnings for calendar year 2018. Gross earnings will be calculated as Medicare earnings as shown in Box 3 of their 2018 W-2 plus Medicare deferred items less any bonuses previously paid in year 2018.

Motion: to authorize the payment of this Director bonus as described.

Mr. Larkin made a motion that Motion 2 be recommended by the Treasurer to the Board of Trustees as worded above, Mr. Watchorn seconded the motion. Mr. Richardson called the question, all present voting aye

Director Report

Director Schwartz reported on the following:

- Director Schwartz is spending 75% of her time on the building renovation and the funding plan for the renovation. The Feasibility study has begun and will be complete by the end of March 2019.
- Ms. Jenkins is retiring from the Flint Public Library on January 31, 2019. We have engaged with Robert Half for a temp to hire for the Finance & HR Assistant position. Director Schwartz and Mrs. Palmer have met with the candidate; the candidate will begin January 4, 2019.
- Other position fulfillment is moving forward as presented in the budget.

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Board Report

Mr. Richardson reported the Board of Trustees is supportive of the fundraising activities for the possible renovation and the direction the Director and her management team is leading the library.

There being no further business to discuss, Mr. Richardson adjourned the meeting at 6:55 p.m.

Respectfully submitted,
Connie Palmer

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