

**Flint Public Library
Finance and Budget Committee
January 24, 2019
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 adding introduction of staff after the agenda approval. Mr. Watchorn made a motion to approve the agenda with the requested change, Mr. Larkin seconded, all present voting aye. Motion carried.

Mr. Richardson asked Director Schwartz to introduce the staff members to the committee. Director Schwartz introduced Ms. Phyllis Jenkins, the current Finance and HR Assistant who will be retiring from the Library on January 31, 2019. Ms. Jenkins has been with the library since it was spun off from the Flint Community Schools. She was instrumental in establishing the Business Office and the procedures used. During her tenure she has worked for 3 Directors and 4 Finance Directors. Ms. Jenkins will be greatly missed. Mr. Richardson shared his appreciation for her work on the behalf of the Library and agreed that Ms. Jenkins will be greatly missed.

Director Schwartz introduced Ms. Tina Hayes. Ms. Hayes is currently working as a temporary placement to hire in the Business Office and will fill Ms. Jenkins position. Ms. Hayes has long term experience in accounting and accounting offices which will be valuable as the library moves forward. Mr. Richardson welcomed Ms. Hayes to the Library.

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

The committee reviewed the minutes from the December 20, 2018 meeting. Mr. Larkin made a motion and Mr. Watchorn seconded to accept and file the December 20, 2018 minutes. Mr. Richardson called the question, all present voting aye. Motion carried.

Old Business

None at this time.

New Business

Financial Statements and Investment Report for the period ending December 31, 2018. Mr. Richardson asked Mrs. Palmer to review the financial statements and investment report for the period ending December 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. Watchorn moved and Mr. Larkin seconded forwarding with the committee's recommendation for approval, the financial statements and the investment report for the period ending December 31, 2018 to the Board of Trustees. All present voting aye.

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Director Report

Director Schwartz reported on the following:

- Twenty feasibility study appointments have been made. Our fundraising consultants who are conducting the feasibility study are very pleased and they had hoped for 25 appointments, which should be achieved.
- Director Schwartz attended the Library Michigan Foundation board as a board member. This board meets quarterly to discuss projects and other potential ventures that promote libraries and library programming over the year.
- Director Schwartz is working with the Flint Genesee Literacy Network as a founding Steering Committee member and a member of the subcommittee on their new strategic plan. This plan will be presented in the next month or two to the community.
- Mr. Eric Liske, Head of School for the Flint Cultural Center Academy will be making a presentation to staff on Friday, January 25, 2019 about the new academy. The library will be working with the Academy to provide programming during the school year.
- The library's annual Martin Luther King Day program took place on January 21, 2019. The program this year was very inspiring and up lifting with performances by Gamma Delta Kudos and dancers from Creative Expressions Dance Studio. The library's own Adam Baker and his accompanist Katai Harris performed during the program; the performance was awe inspiring.

Board Report

Mr. Richardson reported the Board of Trustees approved committee reports at their last meeting.

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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