

**Flint Public Library
Finance and Budget Committee
February 28, 2019
Room 205, 5:30 PM**

Members present: Jim Richardson, Brian Larkin, Matthew Schlinker
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 5:35 p.m.

Mr. Richardson requested a motion to approve the agenda as presented adding Upcoming Training Program under new business. Director Schwartz requested the addition of discussion of Ruth Mott Foundation request under new business. Mr. Larkin made a motion to approve the agenda with the requested changes, Mr. Schlinker seconded, all present voting aye. Motion carried.

A call was made to the public. Mr. Larkin introduced Ms. April Paylor as a potential finance committee member. Ms. Paylor is the President of AJP Commercial Shredding, a local business that specializes in the shredding of documents. All present welcomed Ms. Paylor.

The committee reviewed the minutes from the January 24, 2019 meeting. Mr. Larkin made a motion and Mr. Schlinker seconded to accept and file the January 24, 2019 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 January 31, 2019.
Mr. Richardson asked Mrs. Palmer to review the financial statements and investment report for the period ending January 31, 2019. 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. Schlinker moved and Mr. Larkin seconded forwarding with the committee's recommendation for approval, the financial statements and the investment report for the period ending January 31, 2019 to the Board of Trustees. All present voting aye.

Ruth Mott Foundation Request

Director Schwartz notified the committee as an informational item a request would be made at the March Board of Trustees meeting to submit a proposal to the Ruth Mott Foundation for an amount to be determined. Discussion ensued.

Upcoming Training Program – Municipal Financing

A board informational/educational session will be held on Tuesday, March 26, 2019 at 5:00 p.m. on the issuance of general obligation bonds. No action or deliberations can occur at this meeting. We have asked bond counsel from Foster, Swift & Collins and PFM – Municipal Advisors to present information on how the Library may finance

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projects by issuing bonds. All members of the finance committee will be invited to attend.

Director Report

Director Schwartz reported that the last budget amendment included positions that will help leverage the management team in the upcoming years with the opening the Flint Cultural Center Academy and the potential renovation of the building. The Program and Events Administrative Assistant position has been offered to Mrs. Jenny Jones; Mrs. Jones has accepted the position. Mrs. Jones is a former library employee who has worked as a Library Assistant, a sub librarian and the last two summers as a Children's outreach worker. We are working to fill the Facilities Technician position and a Digital Learning Specialist position.

Board Report

Mr. Richardson reported on the following items:

- The Board of Trustees is continuing to be of assistance in meeting the goal of a building renovation and providing support to the Director.
- Kennari Consulting will present the fundraising Feasibility Study results at the March 7, 2019 Board of Trustees meeting.
- The board extended the Director of Library Services contract to June 30, 2023 with no change in salary.

There being no further business to discuss, Mr. Richardson adjourned the meeting at 6:45 p.m.

Respectfully submitted,
Connie Palmer

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