

**Flint District Library
June 6, 2019 Regular Board Meeting
Flint Public Library, Room 205, 5:30 p.m.**

Present: Mr. Moses Bingham, Mr. Jim Richardson, Mrs. Reta Stanley, Ms. Kathy Jackson, Ms. Linda Pylypiw, Mr. David McGhee (arrived at 5:43 pm)

Absent with notification: Mr. Brian Larkin

Staff: Mrs. Kay Schwartz, Mrs. Connie Palmer, Mr. Rick Dunning, Mrs. Ashoka Rao, Mrs. Wanda Harden, Mrs. Julie McCullough

Call to Order: Ms. Pylypiw called the meeting to order at 5:33 p.m.

Approval of Agenda: Mr. Richardson made a motion to approve. Ms. Jackson supported. Motion carried.

Call to Public: There were no questions or comments from the public.

Approval of 5/9/19 Regular Meeting Minutes: Mr. Richardson made a motion to approve. Mrs. Stanley supported. Motion carried.

Finance, Budget, and Policy Committee

Resolution 19-326: FY20 General Fund Appropriations: The Flint Public Library Board of Trustees has an obligation to approve a balanced budget by July 1st of each year, and pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on May 30, 2019 and a public hearing on the proposed budget was held on June 6, 2019.

The Flint Public Library Board of Trustees shall cause to be levied and collected a general property tax on all real property and eligible personal property allowed by law within the City of Flint upon the current tax roll a millage of 4.0 mills for the operation of the Flint Public Library, said levy will occur on the July 1, 2019 bills.

The Flint Public Library Board of Trustees adopts the budget for fiscal year 2020 (July 1, 2019 through June 30, 2020) for the general fund by activity. The Director is responsible for expenditures authorized in the budget and may expend Library funds up to, but not to exceed, the total appropriation authorized for each Activity.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees of the Flint District Library hereby adopts the general operating appropriations for fiscal year 2020;
2. The Board of Trustees of the Flint District Library estimated total revenues and total expenditures of the general operating fund as amended are as follows:

Estimated Revenues - operations	\$3,446,280
Estimated Revenues - grants & special programs	18,120
Fund Balance - assigned, committed or reserved	1,087,471
Fund Balance - unreserved, uncommitted and unassigned	2,494,953
Total Fund Balance July 1 Available to Appropriate	<u>\$3,582,424</u>
Total Estimated Available to Appropriate	<u>\$7,046,824</u>
Estimated Expenditures	
Governing Board	\$36,350
Administration	415,780
Automated Systems	204,380
Facilities	561,970
Library & Program Services	2,169,340
Development	206,250
Grants & Special Programs	145,190
Total Appropriated	<u>\$3,739,260</u>

The Library will use \$127,896 from special programs and grants assigned fund balance, will add \$826 for special programs and grants for FY 20, affirm the assignment of \$500,000 for technology and building repairs, affirm the restriction on \$3,684 in gifts from the Flint Genealogy Society, affirm the restriction on the Curtis (received 1983) and Scott (received 1959) gifts of \$191,104, restrict \$15,000 for capital projects – Flint Public Library Transformed, and will assign \$147,790 in FY 19 for FY 20 budget and transfer said funds to unrestricted, uncommitted and unassigned fund balance for the operating budget for fiscal year ending June 30, 2020.

3. The Board of Trustees of the Flint District Library has caused to be levied and collected a general property tax on all real and eligible personal property within the City of Flint a millage of 4.0 mills for the operation of the Flint Public Library on the summer 2019 tax roll.

4. The Board of Trustees of the Flint District Library hereby designates the Director of Library Services and the Director of Finance the right to assign fund balance as of June 30, 2020 for the amounts of prepaid expenses and accounts payable as necessary for the final reporting on the Financial Statements of the Flint Public Library as of June 30, 2020.

Mr. Richardson made a motion to approve the resolution. Mrs. Stanley supported. Roll call vote: Bingham-aye, Richardson-aye, Stanley-aye, Jackson-aye, Pylypiw-aye. Motion carried.

Financial and Investment Report ending 4/30/19: We have completed 83.29% of the fiscal year. Property tax collections received to date are \$2,508,506.44, approximately 85.49% of expected collections. The library has used 76.78% of budget appropriations. We have total unrestricted cash of \$4,016,520.05 and \$168,836.49 is needed for current liabilities. Total cash will cover operations for 12.1 months. Mr. Richardson made a motion to approve the report. Mrs. Stanley supported. Motion carried.

Board Policy on Fees and Fines: The group reviewed the current policy and the Director’s proposed revised policy, which would eliminate late fees for library materials and would limit fees to replacement costs as shown below.

Type of Material	Late Fee/Item	Replacement Cost
Books* Paperbacks Media Kits Audio Books Music CDs	None	Cost or \$20.00
Small Paperbacks (4 x 6 ½)	None	Cost or \$10.00
DVD/VHS	None	Cost or \$20.00
Launchpads	None	Cost or \$130
Book Club in a Bag	None	\$100.00

Damaged or partially damaged materials will be charged at the cost of replacement.

1. Other Charges

- Obituary & genealogy research (up to 1 hour)..... \$25.00
- Printing/photocopying..... \$.10 b&w, \$.50 color
- InterLibrary Loan..... fee charged by ILL library
- Collection agency fee..... \$10.00

Mr. Richardson made a motion to approve the prospective policy change. Mrs. Stanley supported. Motion carried. The Library Director will work with staff to plan for implementation of this policy and will implement when appropriate.

Updates from Board Committees

Fundraising & PR Committee: Total funds raised to date are over \$127k, a 20% increase from last year at this time. Mrs. Rao and committee members are currently securing sponsors for the October 21, 2019 Learn for Life Luncheon.

Building Renovation Committee: Architect Toby Olsen from OPN will be here at FPL on Thursday, July 18. The proposal has been submitted, and we await the funder's decision. Further details will be provided as we receive them.

HR & Operations Committee-Director Evaluation Process: The committee is on schedule and they continue to work through the process. A deadline has been set for 6/15/19.

Nominating Committee: The 6/6/19 committee report was reviewed. Recommendations are listed as follows, including correction of a typographical error that listed terms as ending 2021 rather than 2022:

Flint Board of Education

Mrs. Reta Stanley is recommended for re-nomination to a term beginning 10/1/2019 and ending 9/30/2022.

Mr. Brian Larkin is recommended for re-nomination to a term beginning 10/1/2019 and ending 9/30/2022.

City of Flint

Mr. Dean Yeotis is recommended to serve a first term beginning 10/1/2019 and ending 9/30/2022.

Mrs. Stanley made a motion to accept the report. Ms. Jackson supported. Motion carried.

Other Committees: None.

Old Business: None.

New Business: None.

President's Remarks: Mrs. Pylypiw and several other trustees recently attended the Saturday, May 18 Volunteer Recognition breakfast, and it was a very nice event. There was high energy in the room around the possibility of a library renovation.

Director's Remarks: The next Finance Committee meeting will be held on Wednesday 6/26, followed by the FDL Board Final Budget meeting on Thursday 6/27.

Recent & Upcoming Activities: Mr. Dunning distributed the June BookPages and the June/July/August calendar and mentioned several upcoming programs including the Summer Reading Challenge kickoff, Teen Tech Camp, and the Home Video Conversion sessions.

Adjournment: Mr. McGhee made a motion to adjourn. Ms. Jackson supported. The meeting was adjourned by unanimous consent at 6:37 pm.



Mrs. Reta Stanley, Secretary