

**Flint Public Library**  
**Finance and Budget Committee**  
**November 18, 2021 5:30 p.m.**  
**Virtual Meeting via Zoom as permitted by law**

Members present      Brian Larkin, Kathy Jackson, Dean Yeotis, Jim Richardson,  
Marc Baines (6:10), Asa Zacarro, Andy Watchorn  
Staff present:        Director of Library Services Kay Schwartz  
Director of Finance, HR & Facilities Connie Palmer  
Finance & HR Assistant Tina Hayes  
Librarian Janet O'Keefe as Zoom facilitator

Mr. Larkin called the Finance Committee meeting to order at 5:35 p.m.

Roll call: Mr. Larkin requested that committee members identify themselves and state their location. The response was as follows:

Kathy Jackson	Flint, MI
Jim Richardson	Flint, MI
Asa Zaccaro	Flint, MI
Dean Yeotis	Flint, MI
Andy Watchorn	Flint, MI
Marc Baines	Grand Blanc, MI
Brian Larkin	Roscommon, MI

Mr. Larkin requested a motion to approve the agenda. Mr. Watchorn made a motion to approve the agenda, Mr. Yeotis seconded. The question was called, all present voting aye, no nays or abstentions. Motion passed.

A call was made to the public. No public attending via ZOOM wished to address the committee.

The committee reviewed the minutes from the October 28, 2021 meeting. Mr. Richardson made a motion to accept and file the October 28, 2021 minutes, Ms. Jackson seconded. The question was called, all present voting aye, no nays or abstentions.

**Old Business**

*Financial Statements and Investment Report – for the period ending October 31, 2021*

Mr. Larkin asked Mrs. Palmer to review the financial statements and investment report for all funds for the period ending October 31, 2021. The financial statements and investment report were displayed on screen. Mrs. Palmer reviewed the financial statements and the investment schedule for the general fund, the capital projects private fund and public fund and the debt service fund with the committee. Discussion ensued. Mr. Larkin requested a motion to recommend the statements to the Board of Trustees for approval. Mr. Richardson made the motion and Mr. Baines seconded. Mr. Larkin called the question, all present voting aye, no nays, or abstentions.

**New Business**

*None*

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**Reports**

*Directors Report and Capital Projects update*

Director Schwartz reported on the following:

- The FPL website is in the process of being updated. New content has been sent to the vendor. The website will be operational by the time we open the renovated building to the public.
- Kevin Goff, from ABC12, visited the library to file a report on the new library mural.
- Renovation of the library building at 1026 E. Kearsley Street is ongoing.
  - Grand opening date is still not firm. Once a firm date is set, a notice will be sent to the committee.
  - The physical move to the lower level of the renovated building is set for December 14, 2021. We are waiting for confirmation on the ATT fiber installation for internet access and copper wire for the elevators and fire suppression system.
  - Due to supply chain delays affecting furniture, the terrazzo tile, carpeting, and network equipment several items will not be ready in the renovated library when the move occurs from Courtland Center.
  - Clark Construction is working with the City of Flint building department on whether we can get a temporary certificate of occupancy (TCO) while these items are in process. The TCO has to be issued before we can complete the move. This will allow staff, vendors and contractors only to be in the building until the permanent Certificate of Occupancy is issued.
- The Flint Cultural Center Annual Holiday Walk will be a drive through event this year.

*Board Report*

Mr. Larkin reported on the following board items:

- President Reta Stanley was awarded the Claire M. White Award from the Flint & Genesee Group at their Heart of Achievement Awards presentation.
- The City of Flint Council approved Mayor Neeley's request to appoint Mrs. Vivian Kao to the board and to reappoint Ms. Kathy Jackson.
- The board of trustees accepted the audit report from Plante Moran.

Mr. Larkin called for a motion to adjourn. Mr. Yeotis made the motion and Mr. Watchorn seconded. Mr. Larkin called for a vote, all in attendance voting aye, no nays or abstentions. Meeting adjourned at 6:45 p.m.

Respectfully submitted,  
Connie Palmer

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