

**Flint Public Library  
Finance and Budget Committee  
August 27, 2020, 2020 5:30 p.m.  
Virtual Meeting via Zoom as per EO 2020-48**

Members present: Brian Larkin, Jim Richardson, Matthew Schlinker, Andy Watchorn,  
Staff present: Director of Library Services Kay Schwartz  
Director of Finance, HR & Facilities Connie Palmer  
Librarian Janet O'Keefe as Zoom facilitator

Mr. Larkin called the Finance Committee meeting to order at 5:36 p.m.

Mr. Larkin requested a motion to approve the agenda. Mr. Richardson made a motion to approve the agenda, Mr. Watchorn seconded. Mr. Larkin requested a roll call vote: Mr. Richardson yes, Mr. Schlinker yes, Mr. Watchorn yes, Mr. Larkin yes, motion carried.

A call was made to the public. No public attending via the public conference line dial in wished to address the committee.

The committee reviewed the minutes from the June 24, 2020 meeting. Mr. Richardson made a motion to accept and file the June 24, 2020, 2020 minutes, Mr. Watchorn seconded. Mr. Larkin requested a roll call vote: Mr. Larkin yes, Mr. Richardson yes, Mr. Schlinker yes, Mr. Watchorn yes, motion carried.

**Old Business**

*Meeting Calendar for FY 21*

Mr. Larkin presented the meeting calendar for fiscal year 21. Mr. Watchorn made a motion to adopt the calendar changing the June 24, 2021 meeting to June 25, 2021 immediately preceding the Board of Trustees meeting. Mr. Richardson seconded the motion. Mr. Larkin requested a roll call vote: Mr. Schlinker yes, Mr. Watchorn yes, Mr. Richardson yes, Mr. Larkin yes, motion carried.

*Financial Statements and Investment Report – all funds for the fiscal year ending June 30, 2020*

Mr. Larkin asked Mrs. Palmer to review the financial statements and investment report for all funds for the fiscal year ending June 30, 2020. The financial statements and investment report were displayed on screen. Mrs. Palmer reviewed the financial statements and the investment schedule for the general fund and the capital projects private fund and public fund with the committee. The statements as presented are pre-audit at this time. Discussion ensued. No action was required on the statements at this time; further action will take place upon presentation of the fiscal year audit and financial report in October 2020.

**New Business**

*Audit update*

Mr. Larkin asked Director Schwartz and Mrs. Palmer to report on the status of the audit for the fiscal year ending June 30, 2020. Director Schwartz and Mrs. Palmer had a preliminary meeting with Plante Moran to review the last fiscal year and to discuss areas of concentration for the audit team.

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Mrs. Palmer reported the audit is a virtual audit. Plante Moran staff are working from home due to the pandemic. Fieldwork began on August 24, 2020. There is a daily conference call regarding questions and status of items. All samples requested are scanned in, labeled and uploaded to the collaboration site on Plante Moran webpage for clients. This has been quite time consuming, especially in a year that the library added three funds to its statements. To date the auditors have noted no issues.

**Reports**

*Capital Projects update and Directors Report*

Director Schwartz shared photos from Clark Construction showing the ongoing demolition of the interior of the building at 1026 E. Kearsley Street. Both of the freight elevators, well over 50 years old, stopped working and are beyond repair. This caused a problem for the demolition crews removing material from the building. Clark Construction has had holes placed in the exterior walls and some windows removed to allow debris to be removed from the building.

The estimated date for occupancy after renovation is September 21, 2021. This date is subject to change due to ongoing construction and the pandemic. Director Schwartz estimates it will take a three-month period to prepare the renovated building to re-open to the public. Staff will have to establish new procedures, learn new software and processes because of the renovation during that period. The target time to reopen with a ribbon cutting ceremony is January 2022. . .

Attendance for the browse and go service at Courtland Center is slow. Director Schwartz has worked with the marketing team to create commercial advertising reminding the community the library is open to the public. An ad buy for 30-second spots on Comcast cable was authorized.

The public service staff is working on virtual programming via ZOOM for adults and children. This service is being provided to the Fiction Only book club with great success.

*Board Report*

Mr. Larkin noted that the Board would have a change in leadership in October 2020, as President Pylypiw will complete her final term on the board September 30, 2020. President Pylypiw has served nine years on the board and all are grateful for her service and commitment to the library.

The board will continue to move forward in the next year to make progress on the final strategic initiative of the building as a community space.

Mr. Larkin called for a motion to adjourn, Mr. Schlinker made the motion and Mr. Watchorn seconded. Mr. Larkin called for a vote, all in attendance voting aye with a raised hand. Meeting adjourned at 7:05 p.m.

Respectfully submitted,  
Connie Palmer

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