

**Flint District Library
November 5, 2020 Regular Board Meeting
Meeting held by Zoom, 5:30 pm**

Present: Mrs. Reta Stanley, Ms. Heather Kale, Mr. Brian Larkin, Mr. Dean Yeotis
Mr. Moses Bingham

Absent with notification: Ms. Kathy Jackson

Staff: Mrs. Kay Schwartz, Mrs. Connie Palmer, Ms. Leslie Acevedo, Mr. Rick Dunning, Mrs. Ashoka Rao, Mrs. Julie McCullough, Mrs. Wanda Harden, Ms. Tina Hayes, Ms. Janet O'Keefe

Members of the Public (who opt to identify): Dr. Vivian Kao

Call to Order: Mrs. Stanley called the meeting to order at 5:42 pm.

Roll Call-Trustees: The trustees listed above indicated they were present and currently located in Flint, MI.

Introduction of New Staff Members: New FPL Children's Learning Specialists Billie Dantzler and Alfreda Harris introduced themselves to the trustees.

Approval of Agenda: Mr. Yeotis made a motion to approve the agenda. Ms. Kale supported. Motion carried.

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

Plante Moran-Remote Presentation of Annual Financial Report with Supplemental Information & Auditor's Report: Pam Hill and Ashley Frase from Plante Moran extended thanks to Mrs. Schwartz, Mrs. Palmer, and Ms. Hayes for their thorough preparation for the audit, which resulted in a smooth process. They shared that we have a healthy fund balance in the general fund, the audit opinion letter noted no deficiencies, and we have very good internal controls.

Mr. Larkin stated that the Finance Committee thoroughly reviewed the audit documents at their 10/22 meeting and made a motion for approval. Ms. Kale supported. Motion carried.

Approval of 10/1/20 Regular Meeting Minutes: Mr. Larkin made a motion to approve. Mr. Yeotis supported. Motion carried.

Finance, Budget, and Policy Committee

Monthly Financial and Investment Report ending 9/30/20: Mrs. Palmer made a brief presentation to the Board, noting that 25% of the fiscal year is complete. Property taxes received to date are \$1,661,232.35. To date we have used 22.08% of total expenditures. We have \$5,840,806.41 in unrestricted cash less current liabilities of \$531,806.76. Net cash available for operations is \$5,308,999.65. We have unrestricted cash to cover 17.2 months of operations. Mr. Larkin made a motion to approve the report. Mr. Yeotis supported. Motion carried.

Resolution 20-362-Depositories: The Board of Trustees of the Flint Public Library wishes to establish the institutions to be used for depository, bill payment, payroll payments, short term investment functions and receipt of stocks, bonds or other negotiable instruments as allowed under Michigan Compiled Law, while ensuring the safeguarding of the cash and cash equivalent assets within the confines of Public Act 20 and Michigan Compiled Law 129.915. The Board of Trustees wishes to ensure the safeguarding of the cash assets through the use of several financial institutions. The Board of Trustees, recognizing that due diligence must be taken while considering potential depositories, wishes to reduce the concentration risk inherent in using only one financial institution; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees of the Flint District Library hereby directs that the following financial institutions will be designated depositories in to which the funds of the Flint District Library may be deposited and/or invested:

- JP Morgan Chase Bank, N. A.
- TCF Bank
- Huntington National Bank
- Dort Federal Credit Union
- Financial Plus Federal Credit Union
- Elga Credit Union
- The Horizon Group of Raymond James & Associates, Inc.
- Michigan Liquid Asset Fund Plus- PFM Asset Management, LLC

2. The Board of Trustees of the Flint District Library hereby directs that the Board President Reta Stanley, Board Treasurer Brian Larkin, and the Director of Library Services Kathryn L. Schwartz are the official signatories to open and maintain accounts, to sign any and all checks, drafts, and orders, endorse for negotiation, negotiate and receive the proceeds of any negotiable instrument or orders of payments of money payable to the Flint District Library.
3. The Board of Trustees of the Flint District Library hereby directs that the opening and closing of new accounts at any of the designated depositories require the action of the Director of Library Services and one other signatory.
4. The Board of Trustees of the Flint District Library hereby directs that the Board President, the Board Treasurer, the Director of Library Services or their designee is hereby authorized to act on behalf of the Flint District Library to enter into agreements with the financial institutions for cash management services which may include, without limitation, agreements relating to:
 - the disbursement of funds (via check, automated clearinghouse [ACH] transfer, wire transfer, other electronic funds transfer or otherwise) of the Flint District Library which may be accomplished verbally, in writing, via electronic transmission or otherwise;
 - the deposit or collection of funds of the Flint District Library;
 - access to information relating to any and all accounts, collection and disbursement activity of the Flint District Library;
 - the use of software and /or Internet based products in order to undertake any and all of the foregoing;
 - take any and all action permitted or contemplated by any of the foregoing agreements and/or services, all as any such person in their sole discretion deems advisable;
 - designate to the financial institutions the person(s) authorized to provide instructions to the Bank relating to the accounts, disbursements, collections or any other cash management arrangements of the Flint District Library and/or delegate to other the authority to make, direct or undertake any of the actions contemplated above.

Mr. Larkin made a motion to approve. Mr. Bingham supported. Roll call vote: Larkin-aye, Bingham-aye, Yeotis-aye, Stanley-aye. Motion carried.

Resolution 20-363-Investment Officer: The Board of Trustees of the Flint Public Library adopted an investment policy that meets the requirements of Public Act 20 and Michigan Compiled Law 129.915; and

The Board of Trustees wishes to approve the designation of an Investment Officer as required by the Investment Policy; and

The Board of Trustees will require that the Investment Officer, before undertaking any investment transactions will request approval from the Board Treasurer and the Director of Library Services (or Board President in the event the Board Treasurer is unavailable) of the transaction and implications thereof; and

The Board of Trustees requires that the Investment Officer invests only with approved banking institutions in Resolution 20-362 or as amended by resolution as set forth by the Board of Trustees; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees of the Flint District Library hereby affirms that the Board President Reta Stanley, Board Treasurer Brian Larkin, and the Director of Library Services Kathryn L. Schwartz are the individuals who are the official signatories to open and maintain accounts, to sign any and all checks, drafts, and orders, endorse for negotiation, negotiate and receive the proceeds of any negotiable instrument or orders of payments of money payable to the Flint District Library.
2. The Board of Trustees of the Flint District Library hereby directs the Director of Finance, HR & Facilities, Connie M. Palmer, as Investment Officer to act on behalf of the Flint District Library to enter into agreements with the approved financial institutions for investment of funds according to the confines of the investment policy.

Mr. Larkin made a motion to approve. Mr. Yeotis supported. Roll call vote: Larkin-aye, Bingham-aye, Yeotis-aye, Stanley-aye. Motion carried.

Recommended Policy and Procedures Actions

Adoption of Amended Library Reopening Policy: The group reviewed the amended policy. Discussion ensued. Mr. Larkin made a motion to approve the policy as presented. Mr. Yeotis supported. Roll call vote: Larkin-aye, Bingham-aye, Yeotis-aye, Stanley-aye. Motion carried. (Full policy is available on request.)

Adoption of COVID-19 Preparedness and Response Plan: The group reviewed the plan. Discussion ensued. Mr. Larkin made a motion to approve the plan as presented. Mr. Bingham supported. Roll call vote: Larkin-aye, Bingham-aye, Yeotis-aye, Stanley-aye. Motion carried. (Full plan is available on request.)

Adoption of Electronic Participation Procedure: The group reviewed the procedure. Discussion ensued. Mr. Yeotis made a motion to approve the procedure as presented. Mr. Larkin supported. Roll call vote: Larkin-aye, Bingham-aye, Yeotis-aye, Stanley-aye. Motion carried. (Full procedure is available on request.)

Updates from Board Committees

Building Reno Committee: Abatement continues. Structural steel is being installed, work on the roof is ongoing, and the floors are being solidly reinforced. There have been some delays due to COVID-19, but we are moving forward as planned. Mrs. Schwartz shared some recent photos of the project.

Fundraising & PR Committee: The 10/5/20 Virtual Learn for Life event went very well and many thanks to everyone who helped to make this a successful event. We raised a good amount for our primary annual fundraiser. The FY20 campaign to date is over \$52k.

Other Committees: None.

President's Remarks

2020-2021 Committee Assignments:

FINANCE, BUDGET & POLICY

Chair: Brian Larkin

Members: Dean Yeotis, Kathy Jackson

FACILITIES

Chair: Moses Bingham

Member: Dean Yeotis

FUNDRAISING & PR

Chair: Heather Kale

Member: Vivian Kao

HR & OPERATIONS

Chair: Kathy Jackson

Member: Reta Stanley

NOMINATING

Chair: Brian Larkin

Member: Heather Kale

FLINT BOARD of EDUCATION REPRESENTATIVE

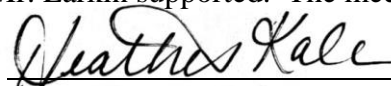
Brian Larkin

Mrs. Stanley and Mrs. Schwartz thanked the trustees for their ongoing steadfast support and Mrs. Stanley encouraged them to review the responsibilities associated with their assigned committees.

Director's Remarks: Great news! We recently received a \$50,000 grant from the Michigan Council for Arts & Cultural Affairs, which will be used for technical needs in the new building.

Upcoming Activities: Ms. Acevedo shared details of several virtual programs and activities including Story times, Arts & Crafts, Genealogy workshops, and the upcoming Winter Concerts.

Adjournment: Mr. Yeotis made a motion to adjourn. Mr. Larkin supported. The meeting was adjourned by unanimous consent at 7:15 pm.



Ms. Heather Kale, Secretary