

**Flint District Library  
July 8, 2021 Annual Organizational Meeting  
Meeting held by Zoom, 5:30 pm**

**Present:** Mrs. Reta Stanley, Mr. Moses Bingham, Ms. Vivian Kao, Mr. Dean Yeotis

**Absent with notification:** Mr. Brian Larkin, Ms. Heather Kale, Ms. Kathy Jackson

**Staff:** Mrs. Kay Schwartz, Mrs. Connie Palmer, Mrs. Ashoka Rao, Mr. Rick Dunning, Mrs. Jenny Jones, Mrs. Wanda Harden, Ms. Tina Hayes, Ms. Janet O'Keefe

**Call to Order:** Mrs. Stanley called the meeting to order at 5:39 pm.

**Roll Call-Trustees:** The trustees listed above indicated they were present and currently located in Flint, MI, with the exception of Ms. Kao who zoomed in from San Juan Island, Washington.

**Approval of Agenda:** Mr. Yeotis moved approval. Ms. Kao supported. Motion carried.

**Call to Public:** No members of the public in attendance.

**Resolution 21-375-Approval of 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; and

The Board of Trustees wishes to ensure the safeguarding of the cash assets through the use of several financial institutions; and

The Board of Trustees recognizing that due diligence must be taken while considering potential depositories; and

The Board of Trustees wishes to reduce the concentration risk inherit 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.  
Huntington National Bank/ TCF 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. Bingham made a motion to approve. Ms. Kao supported. Roll call vote: Stanley-aye, Yeotis-aye, Kao-aye, Bingham-aye. Motion carried.

**Resolution 21-376-Approval of 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 21-375 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 the confines of the investment policy.

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

**Adjournment:** Ms. Kao made a motion to approve. Mr. Yeotis supported. The meeting was adjourned at 5:48 pm.

  
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Mrs. Reta Stanley, President