

**Flint Public Library**  
**Finance and Budget Committee**  
**March 26, 2020 5:30 p.m.**  
**Virtual Meeting via Zoom as per EO 2020-15**

Members present: Brian Larkin, Jim Richardson, Matt Schlinker, April January, Marc Baines

Staff present: Director of Library Services Kay Schwartz  
Director of Finance, HR & Facilities Connie Palmer

Mr. Larkin called the Finance Committee meeting to order at 5:33 p.m.

Mr. Larkin requested a motion to approve the agenda. Mr. Richardson made a motion to approve the agenda, Mr. Baines seconded. Mr. Larkin requested a roll call vote: Mr. Richardson yes, Ms. January yes, Mr. Baines 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 but thanked the committee for providing the opportunity to attend the meeting remotely. .

The committee reviewed the minutes from the February 27, 2020 meeting. Mr. Richardson made a motion and Ms. January seconded to accept and file the February 27, 2020 minutes. Mr. Larkin requested a roll call vote: Mr. Baines yes, Ms. January yes, Mr. Richardson yes, Mr. Larkin yes. Motion carried.

**New Business**

Mr. Larkin asked Director Schwartz to review the meeting requirements as directed in the Governor's Executive Order 2020-15. Director Schwartz reported district libraries were included on the closure list. The exception for minimal business operations to continue do apply to FPL and the exception for governmental units. Director Schwartz has published a list of essential services employees; the list is on the website. Staff designated as essential services employees were advised to carry a copy of the list with them when they needed to report to the FPL building.

The Library is continuing to pay all staff during the time of the stay at home order. Director Schwartz stated the funds were available in the budget to continue wage payments. Given the situation, Director Schwartz this determined this was an appropriate course of action.

**Old Business**

*Financial Statements and Investment Report – all funds for the period ending February 29, 2020*

Mr. Larkin asked Mrs. Palmer to review the financial statements and investment report for all funds for the fiscal year ending February 29, 2020. The financial statements and investment report were displayed on screen as 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 committee reviewed the cash and cash investments, the property tax revenues and the flow of collections and the status of the budget to actual for each activity center and grants for the general fund. The committee then reviewed the status of the Capital Projects funds public and private. Discussion ensued as the committee reviewed the statements in detail. Mr. Richardson moved and Ms. January seconded forwarding with the committee's recommendation for

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approval, the financial statements and the investment report for the period ending February 29, 2020 to the Board of Trustees. Mr. Larkin requested a roll call vote: Mr. Baines yes, Ms. January yes, Mr. Richardson yes, Mr. Larkin yes. Motion carried.

*Capital Projects update*

Mr. Larkin asked Director Schwartz to provide an update on the renovation plan for the library. Director Schwartz reported that all work had stopped on both the renovation of 1026 E. Kearsley and the temporary space at Courtland Center. Director Schwartz and Mrs. Palmer are in contact with Clark Construction as needed. Clark Construction has stopped all of their construction projects at this time.

**Director's Report**

The Director's report is as stated under capital projects update and the items presented to the committee.

**Board Report**

Mr. Larkin reported that the oath of office was given to Mr. Yeotis by Judge Newblatt as his appointment to the Board of Trustees was approved the City of Flint Council.

Mr. Larkin reminded all to stay safe and healthy during this time. Mr. Larkin and Director Schwartz stated President Pylypiw had cancelled the April 2, 2020 Board of Trustees meeting as there were no resolutions to pass and reports would be sent to all board members.

There being no further business to discuss, Mr. Larkin called for a motion to adjourn. Mr. Richardson made the motion and Ms. January seconded. All present voting aye, meeting adjourned at 7:15 p.m.

Respectfully submitted,  
Connie Palmer

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