

**Flint Public Library
Finance and Budget Committee
December 17, 2020, 2020 5:30 p.m.
Virtual Meeting via Zoom as permitted by law**

Members present Brian Larkin, Jim Richardson, Marc Baines, April January,
Asa Zuccaro
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:

April January	Grand Blanc, MI
Marc Baines	Grand Blanc, MI
Asa Zuccaro	Flint, MI
Brian Larkin	Flint, MI
Jim Richardson	Flint, MI

Mr. Larkin requested a motion to approve the agenda. Mr. Richardson made a motion to approve the agenda, Mr. Baines seconded. Mr. Larkin called the question, 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 November 19, 2020 meeting. Mr. Richardson made a motion to accept and file the November 19, 2020 minutes, Ms. January seconded. Mr. Larkin called the question, all present voting aye, no nays or abstentions.

New Business

Budget Amendment # 1 General fund FY 21 Discussion only

Mr. Larkin called upon Director Schwartz to begin. Director Schwartz reminded the committee that the FY 21 revenues were projected conservatively based on what was happening with the pandemic at that time. We have received revenues in excess of budget in some categories and will bring an amendment in January with new projections.

The new amendment will include funding for technology items for the renovated building that are outside of the construction budget. We project that there will be a surplus in FY 21 and will need to use some of the surplus for these items.

It was asked if we have a plan for continuing maintenance for the renovated building. Staff stated that we have a general plan but will have more detail once we receive the manuals and recommendations for the new systems. Mr. Larkin stated he was confident that the good management that has occurred in the past ten years for the building would continue into the future.

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Old Business

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

Mr. Larkin asked Mrs. Palmer to review the financial statements and investment report for all funds for the fiscal year ending November 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, 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.

Reports

Directors Report and Capital Projects update
Director Schwarz reported on the following:

- The library operational plan for the next three weeks. The library will be closed from December 24 through January 4. Staff will be working at home on the non-holiday workdays. The library has had lobby service only the past few weeks. Public are allowed in the library lobby for no more than 15 minutes to pick up holds, browse a limited children's collection or CD/DVD's. Public service staff has been split into two teams each working on site two days and then at home the other days. We will return to browse and go service after the COVID 19 numbers reduce.
- Capital Projects – work continues at 1026 E. Kearsley. The sewer lines are all being replaced, the roof has been replaced and insulated, the fire suppression system coating is on all of the beams, the new fire suppression system is being installed and new ductwork for the HVAC system is being put in place. Demolition is almost complete. Mrs. Palmer and Director Schwartz will be meeting with Clark in January to review the budget.

Board Report

Mr. Larkin reported the Board had received their committee assignments from President Stanley. Mr. Larkin, as Treasurer would continue to chair the Finance Committee. Ms. Jackson and Mr. Yeotis are the additional board members assigned to the committee. The board is focusing on the progress being made on the renovation project and raising the funds to complete the project.

Mr. Larkin called for a motion to adjourn. Mr. Richardson made the motion and Mr. Baines seconded. Mr. Larkin called for a vote, all in attendance voting aye, no nays or abstentions. **Meeting adjourned at 6:30 p.m.**

Respectfully submitted,
Connie Palmer

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