



BOARD OF TRUSTEES Meeting Minutes

LOCATION, DATE AND TIME:

Flint Public Library, 1026 E. Kearsley St., Flint, MI 48503 – Harris Room
Thursday, November 2, 2023, 5:30 PM

Present: Reta Stanley, Vivian Kao, Kathy Jackson, Melissa Brown, Audrey Young-Muhammad, Brian Larkin

Absent: Heather Kale

Staff: Taliah Abdullah, Martita Moffett-Page, Rick Dunning, Ashoka Rao, Billie Dantzler

Call to Order: President Stanley called the meeting to order at 5:35 pm.

Approval of Agenda: Motion by Kao to approve agenda. Supported by Jackson. Motion carried.

Approval of Minutes 10/12/2023: Motion by Kao to approve the Board Meeting minutes from October 12, 2023. Supported by Brown. Motion carried.

Public Comments: None.

Budget and Finance Committee

Financial Statements for the Period Ending September 30, 2023: Larkin asked Moffett-Page to give report. Moffett-Page reported that the Oct 26 Finance Committee meeting did not happen due to a lack of participation. Moffett-Page reviewed the financial dashboard with the Board. Interest payment was due November 1 and was paid on time.

Auditors received last of the information from Moffett-Page and were informed of when the next Finance Committee meetings will take place. Hoping for audit report at the December joint Board and Finance meeting. November 16 is the next Finance Committee meeting. ED Abdullah reported that there is now a contact with Chase Bank although person is not local, and that signatures are needed from Larkin and President Stanley to move forward with Chase.

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Motion by Larkin to approve financial statements. Kao supported. Motion carried.

Nomination Committee

Status of Election of Officers: Larkin reported that ED Abdullah met with the City and Flint Schools. Larking also recommended that the Board wait to elect new officers until the new Board members are in place. ED Abdullah said she is hopeful to hear a decision from the Board of Ed after their December meeting. Young-Muhammad asked if Pastor Thompson was still the person that was recommended for the Board. ED Abdullah said that letters of interest from August 2022 from both Thompson and Andrew Watchorn have been present to the Superintendent and Board of Education as appointment recommendations.

Executive Director's Report: ED Abdullah attended the 2023 Michigan Library Association conference in Kalamazoo. Michigan Adoption Resource Exchange is using the Children's Room record video for kids in need of forever homes. UM-Flint is having their Geographic Information Services (GIS) day at the library. Library will be closed throughout the Thanksgiving weekend, November 23-27. October 31 was the closing of the Executive Assistant posting. ED Abdullah has reviewed the applicants and will follow up with seven candidates and the Library directors will be interviewing the candidates soon. Director of Library Services is now posted until Sat. Nov 4.

Other Reports and Actions

Fundraising and PR Committee Report: Ashoka Rao reported that Bestsellers newsletter has been mailed and the next appeal will be mailed soon. Meet-n-Greet with ED Abdullah is tomorrow Nov 3. Brown asked what the annual fundraising goal is and Rao said the expectation is \$100,000. \$174,000 was raised last year.

New Business

FPL Outreach – Working List: Discussion of Library outreach working list for ED Abdullah. Someone on staff will send a worksheet to the Board to continue filling in more contacts. Sheet should be returned to Kale before December Board meeting. ED Abdullah asked the Board for funders she should be aware of. President Stanley asked for a list of current grants already received.

Old Business


Executive Director Onboarding – Feedback and Goals: ED Abdullah asked the Board for their opinions on the goals and objectives created from the SWOT feedback. ED Abdullah reviewed the list of objectives with the Board. Considering more frequent job performance conversations and needs Board to review new Employee Handbook. Wants to build relationships with Flint schools while being mindful of youth services staff capacity. Staff are providing weekly feedback on FCCA activities and engagement. President Stanley asked that conversation with FCCA also include how they can support our library staff. Larkin also concerned about library staff burnout. ED Abdullah wants to make sure cost is considered before moving forward with programs, and for staff to think about low to no cost creative program opportunities. Also wants to get more staff involved in fundraising, in the form of a fundraising committee to generate creative funding opportunities. Larkin added that the Board also needs to be accountable while tracking through the objectives. ED Abdullah said patron feedback will need to start soon. President Stanley asked where marketing of our outreach could be added to objectives. Also asked that donor cultivation is added to funding objectives. Board also reviewed the staff feedback to the SWOT results.

President's Remarks: President Stanley suggested pulling together the HR Committee to prepare a 120-day feedback for ED Abdullah. Need to set timeline for Board orientations. Board also needs to review the bylaws. Would like to revisit the DEI policy.

President Stanley asked those in attendance to introduce themselves. Librarian Billie Dantzler and patron Mr. Martin introduced themselves. Mr. Martin asked for clarification about the library survey he heard about.

Upcoming Events: ED Abdullah reported that the Cultural Center Holiday Walk will be happening Tuesday December 5. Dunning added that the next program calendar will be for December only and available at the next Board meeting.

Adjournment: Brown made a motion to adjourn. Larkin supported. The meeting was adjourned at 7:05 pm.


Secretary

