

BOARD OF TRUSTEES

Meeting Minutes



Date: Thursday, January 4, 2024
Time: 5:30 PM
Location: Harris Room

Gloria Coles Flint Public Library
1026 E. Kearsley Street
Flint, MI 48503

Present: Reta Stanley (Chair), Heather Kale (Vice Chair), Brian Larkin (Treasurer), Vivian Kao (Secretary), Kathy Jackson, Melissa Brown

Absent: Audrey Young-Muhammad

Staff: Taliah Abdullah, Martita Moffett-Page, Rick Dunning, Regina Renee Nyégbeh, Ashoka Rao, Shana Rowser, Tina Hayes, Eileen Button, Katie Badgley, Jensen Sikora

Public: 0

CALL TO ORDER

Chair Stanley called the meeting to order at 5:37 PM.

STAFF + BOARD INTRODUCTIONS

Executive Director Abdullah introduced two new staff members, Jensen Sikora (Executive Assistant) and Regina Renee Nyégbeh (Director of Library Operations). The board then introduced themselves by name, role, number of terms on the board, and any committees upon which they serve.

APPROVAL OF AGENDA

Motion by Treasurer Larkin. Seconded by Secretary Kao. Motion carried.

APPROVAL OF MINUTES

Motion by Secretary Kao to approve the joint Board Meeting and Finance Committee minutes from December 7, 2023. Seconded by Treasurer Larkin. Motion carried.

PUBLIC COMMENTS

None.

BUDGET & FINANCE COMMITTEE REPORT (Larkin & Moffitt-Page)

Treasurer Larkin stated there was nothing to report from the Finance Committee, as the committee hasn't met since the last board meeting on December 7, 2023.

Martita Moffett-Page reported on the library's financial statements for the period ending on November 30, 2023. Per the report, 41.8% of the fiscal year is complete, with the following detailed balances:

REPORT ITEM	AMOUNT
YTD Revenue	\$3,058,908
YTD Expenditures	\$1,923,240
Net Revenue	\$1,135,669
Grant Activity	\$5,699
YTD General Fund Balance	\$1,129,970
YTD Property Tax Rec'd	\$2,582,781
1st Quarter Penal Fines Rec'd	\$14,835
YTD Investment Income	\$106,439
Annual Campaign Rec'd	\$25,590
Capital Campaign Rec'd	\$6,000
Net Cash Available for Ops	\$7,025,297

Moffitt-Page also reported that the library received two off-set MPSERS payments for the 2024 fiscal year, totaling \$14,835. Per the newsletter received regarding the offset payment, Public Act 103 of 2023 states that two new MPSERS school aid funds payments associated with offsetting retirement costs will be dispersed monthly November through August. This is allocated to participating libraries and intermediate school districts, based on each reporting unit's proportional units of payroll. The library doesn't have to pay it back.

QUESTIONS REGARDING BUDGET & FINANCES

Trustee Jackson asked for clarification on the MPSERS payments, to which Moffitt-Page responded by stating that 6-7 employees had retirement funds rollover from previous work at Flint schools, and these payments are designed to offset this change.

Trustee Brown asked about the capital funds and the determination of how to use them. Moffitt-Page stated that the board may decide on how these funds are allocated, and

Larkin stated that the finance committee will be working with administration on making these determinations. Recommendations will likely be presented in a couple of months.

Jackson inquired about the General Banking Account's low interest rate, and how the library might improve those returns. Executive Director Abdullah has not yet spoken with the bank, and stated that the account is primarily used for library expenditures. A high balance isn't carried for long, which impacts interest income.

Vice Chair Kale reiterated that checking accounts generally have lower interest rates due to balance fluctuations. It was clarified that the General Banking Account receives all property tax income, which is used to pay expenses on behalf of the library. Jackson recommends speaking with the bank about other account options that may help earn income.

Abdullah stated that she's not invested in keeping funds in the General Banking Account due to the difficulty in accessing consistent account support, and would be willing to move those funds to another financial institution with better rates.

Larkin suggested an investment strategy meeting, allowing the board to make recommendations on passive income options. To help make investment strategy determinations, Larkin requested to know how much cash we need on hand and available.

Secretary Kao asked how much money the library receives from the FCCA. Moffitt-Page will bring those numbers to the next Board of Trustees meeting.

Chair Stanley inquired about the library's financial management handbook. Larkin responded by saying that the library has various policies about financial management, but that a handbook is in draft form.

Larkin inquired about when the audit was submitted. Moffitt-Page stated that everything was turned in the Monday following the audit, December 8.

Larkin motioned to accept the committee report. Kao seconded. Motion carried.

POLICY COMMITTEE: By-Laws Review (Kao)

Secretary Kao stated that the committee met on December 12, 2023 and reviewed the Board By-Laws, which were quite old. Kao recommended a more frequent review. Currently, there are follow-up questions for the library's attorney (Foster Swift), and the committee will meet again following their response.

Chair Stanley stated that an updated draft of the by-laws will be emailed out after the next Policy Committee meeting, which will then be presented at the following board meeting.

OTHER REPORTS AND ACTIONS (Kale)**FUNDRAISING COMMITTEE**

Vice Chair Kale reported on behalf of the Fundraising Committee, indicating that their efforts have yielded approximately \$50,000 so far. Ashoka Rao is optimistic that the library goals will be met, but stated that the annual campaign returns have been slow. Rao will be following up with donors. However, the library has seen a return of \$8,000 donations to the annual campaign in the last week, which is significant.

Chair Stanley followed up on the mention of a \$30,000 memorial gift last year, asking if the annual campaign totals otherwise meet expectations. Kale reported that there is no comparison report yet, and Rao stated she would provide these details at the next Board of Trustees meeting.

LEARN FOR LIFE COMMITTEE

Kale reported that the Learn for Life event will be on June 10, 2024. The committee is communicating via email about an upcoming meeting schedule. Updates on progress will be presented to the board within the next few months.

Stanley suggested that the Learn for Life Committee needs to be diverse, which Kale will address in the next committee meeting.

PUBLIC RELATIONS COMMITTEE

Kale reported that an outreach list has been created in Google Sheets, which will be sent to the Board of Trustees in the next week. Kale asks that Trustees populate the workbook with information, so the Public Relations Committee has a starting point for outreach and further developing the database.

OLD BUSINESS

None.

NEW BUSINESS

Vice Chair Kale stated that the Community Foundation has a Youth Advisory Council, and asked if the library has considered forming such a group. Having a high school aged person sitting on a committee would not only give local youth a voice, but also possibly strengthen relationships with Flint schools. Executive Director Abdullah stated that a Teen Advisory Board is being developed this year; depending on the age of interested youth, the library could be built into such a group. Treasurer Larkin stated that he believed any youth advisory group should be able to present a report to the Board of Trustees.

CHAIR'S REMARKS (Stanley)

Chair Stanley has no formal report. She instead acknowledged the start of a new year, and emphasized excitement about what's going on in the library. Stanley also brought attention to upcoming term changes, which are many.

EXECUTIVE DIRECTOR'S REPORT (Abdullah)

Executive Director Abdullah reported on the upcoming Dr. Martin Luther King, Jr. Day Celebration, which will take place on Monday, January 15. The theme for the event is "it starts with me," which emphasizes what individuals and the community can achieve together. Treasurer Larkin asked if the event's community conversations are in partnership with Truth in Racial Healing at the Community Foundation. Abdullah clarified that Community Roots will be facilitating these conversations.

Abdullah also reported that the library will close at 1:00pm on Friday, January 12 to permit the staff to participate in an in-service professional development day.

Abdullah concluded by stating that the library has received tickets for the Genesee District Library's Black History Month Brunch. Any Trustees who would like to sit at the Flint Public Library's table are welcome. Should anyone wish to join at a different table, tickets are \$40 per person.

Abdullah provided a Friends of the Flint Public Library calendar, which includes book drop-off dates, meetings, and events.

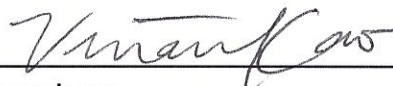
UPCOMING EVENTS

Executive Director Abdullah stated that the library will be hosting youth programming every Thursday, with a special focus on reaching teens. January through March 2024 programs have been scheduled; details can be found on the library's website and in the provided program guide.

Abdullah asked the Trustees to spread the word about what's happening at the library, and also stated that we welcome feedback about patrons' experiences.

ADJOURNMENT

Chair Stanley called to adjourn the meeting at 6:39pm. Treasurer Larkin motioned to adjourn. Trustee Jackson seconded. Motion carried.


Secretary