

# BOARD OF TRUSTEES

## Meeting Minutes



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**Date:** Thursday, March 7, 2024  
**Time:** 5:30 PM  
**Location:** Harris Room

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

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**Present:** Heather Kale (Vice President), Vivian Kao (Secretary), Kathy Jackson, Melissa Brown, Audrey Young-Muhammad

**Absent:** Reta Stanley (President), Brian Larkin (Treasurer), Martita Moffett-Page

**Staff:** Taliah Abdullah, Jensen Sikora, Ashoka Rao, Eileen Button, Tina Hayes

**# Public:** 0

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### CALL TO ORDER

Vice Chair Kale called the meeting to order at 5:34 PM.

### APPROVAL OF AGENDA \*

Secretary Kao motioned to approve the agenda. Seconded by Trustee Young-Muhammad. Motion carried.

### APPROVAL OF MINUTES:

Secretary Kao motioned to approve the Regular Board Meeting Minutes from February 1, 2024. Seconded by Trustee Jackson. Motion carried.

### PUBLIC COMMENTS \*\*

None.

### BUDGET, FINANCE AND POLICY COMMITTEE

Due to several absences, Vice President Kale recommended tabling this report until the regular meeting on April 4, 2025. Trustee Brown motioned to approve tabling the report about the January 31, 2024 financial statement. Seconded by Secretary Kao. Motion carried.

## OTHER REPORTS AND ACTIONS

### FUNDRAISING COMMITTEE (Kale + Rao)

Committee Chair Kale reported meeting with Martita Moffett-Page, Executive Assistant Sikora, Executive Director Abdullah, and Ashoka Rao (the library's Director of Development) on February 27, 2024. This meeting continued discussions about report-building for year over year comparisons, specifically around grant-tracking and annual campaign initiatives like the Learn for Life Fundraising Breakfast. These reports, which will give the Board greater insights into the library's fundraising goals, are forthcoming.

Sikora emailed spreadsheet examples to the development team, which highlight the data such reports would contain. Development Assistant Cassie Mead will be working with Sikora to fulfill these requests for information.

Rao reported on the Learn for Life Fundraising Breakfast, grants, and other campaign initiatives:

- **Annual Campaign:** As of March 5, the development department has raised \$64,281. This is \$35,875 less than last year, due previously received memorial gifts.
- **Grants:** This difference has directed the development team to pursue a \$40,000 grant from Ben F. Bryer Foundation,, which will assist to cover the costs of the summer and fall programming. The library is still waiting to hear back on this application.
- **Capital Campaign:** Two room naming agreements are being discussed, which will contribute to the capital campaign.
  - **Do donors pay the full amount up front?** Yes, within this fiscal year. When the capital campaign started, the library was giving donors three years to pay the full amount. However, this time period is now over.
  - **Where do the funds from the capital campaign go?** These funds are spent entirely on the building maintenance, and have nothing to do with annual operations.
- **Learn for Life Breakfast:** This event is by invitation and is not publicized. Table hosts invite eight guests to fill their table. The library provides breakfast, as well as a presentation about its services and impact on the community. The event then concludes with an ask for donations.
  - **Since the Save the Date promotion doesn't include the time of the event, when does this get shared?** The time of the event is included in Rao's follow-up with table hosts.
  - **There are 19 tables (with 8 seats each) to fill for this event, how many tables are confirmed?** Because this event is still in progress, these details

aren't available for report yet. It's estimated that 12 table hosts have been confirmed. Rao has reported a willingness to accommodate more tables, if needed, and has asked the Board of Trustees to take on the task of hosting tables.

- **Can the Board commit to half-tables, as in previous years?** This is appreciated, but hosting an entire table would be ideal.
- Rao requested that members of the Trustees assist in connecting with the Flint Board of Education, the Greater Flint African-American Sports Hall of Fame group, and the Flint & Genesee County Chamber of Commerce. Ideally, these organizations would host and cover the cost of a table.
- **Corporate Gifts:** Trustee Brown reported that Genesee Health System has committed to giving \$2,500.

Rao concluded her report by presenting data about this fiscal year's goals and current yields, which indicates the development department has mostly exceeded expectations.

#### **PUBLIC RELATIONS COMMITTEE (Kale)**

Committee Chair Kale stated that she has nothing to report this month, as the committee hasn't yet met with Shana Rowser (the library's Marketing & Community Relations Coordinator).

## **OLD BUSINESS**

#### **CHECK IT OUT STATUE**

Executive Director Abdullah reported that ownership of the "Check It Out" statue, located in the children's section, is currently being transferred to the library via the assistance of our legal representation.

#### **TEEN ADVISORY BOARD**

This topic was initially discussed at the end of 2023, with the expectation that implementation would happen in 2024.

Executive Director Abdullah reported that the Teen Advisory Board is now active, and is being supported by the library's Manager of Youth Services, Katie Badgley, and Teen Librarian, Ashley Nizinsky. Badgley and Nizinsky will be attending the Board of Trustees regular meeting in May to report on teen services, the Teen Advisory Board, and summer youth programming.

So far, this program seems to be going very well, and has a consistent group of involved teens, who are actively communicating with their peers about the library's services.

- **Is this a compilation of teens from local schools and is the group still open to new members?** Executive Director Abdullah stated that the group is open to new members, and she would have to follow-up with Badgley and Nizinski about how membership was solicited. Trustee Young-Muhammad recommended recruiting students from all the neighboring schools, including charter and public options. Sikora also recommended including the Michigan School for the Deaf.

## NEW BUSINESS

### **POLICY COMMITTEE (Kao)**

Secretary Kao reported that the Policy Committee met on February 27, 2024 to continue work on recommended By-Laws updates. At this meeting, several questions arose, which Executive Assistant Sikora submitted to legal representatives. We are unable to present this project to the Board today, and will be presenting everything at the April 4 meeting.

### **BOARD DEVELOPMENT: MANUALS + FUTURE TOPICS (Abdullah)**

Executive Director Abdullah introduced adding board development topics to future agendas, which will include focusing on the Open Meetings Act Handbook and the Michigan Public Library Trustee Manual. There is no action needed from the Trustees tonight, and Trustees should begin reading these documents and contact Executive Director Abdullah with any desired professional development topics. Otherwise, she will be directing these topics based on her own review of said manuals.

For ease of access, Sikora will mail hard copies of these documents to the Board of Trustees.

### **PARTNERSHIP + MOBILE LIBRARY OPPORTUNITIES (Young-Muhammad)**

Trustee Young-Muhammad stressed the importance of providing library access to all areas of the city, particularly areas who may have difficulty finding transportation to the library itself. There are few programs provided to underserved communities, such as neighborhoods in the north side of Flint.

Executive Director Abdullah reported that such programming and outreach is on the library's radar, and that the library is focusing on sustainability and consistency of programs, as well as understanding staffing capacity.

As the conversation about library access continued, Executive Director Abdullah remarked that this sort of outreach should influence initiative-specific fundraising. Partnerships with

other community-focused organizations and centers could also potentially assist on such matters.

### **CHAIR'S REMARKS (Kale)**

Vice President Kale reported in President Stanley's absence.

The Executive Director mid-year feedback has been completed. President Stanley and Vice President Kale met with Executive Director Abdullah via Zoom to review responses from the Board of Trustees. Per this meeting:

- Executive Director Abdullah was complimented on her community outreach and engagement, and dedication to filling open staff positions. She was also lauded for her professionalism when tasked with responding to the recent library vandalism.
- There was a consensus on the progress and area to focus on during the next 60 days. The K-12 support and partnership opportunities, funding, fund development staffing, and staff development were listed as high priority tasks.
- Executive Director Abdullah and the Board of Trustees are in full agreement with the library's direction, which is to ensure that we work together to create a welcoming environment at Flint's "go-to place for lifelong learning."
- The Board of Trustees primary responsibility is to ensure a strong, dedicated, and competent leader in the Executive Director role, fiscal integrity and solvency, and serve as the library's loyal ambassadors. The Executive Director is responsible for *all* Library operations and serves as the Chief spokesperson for the library.

Additionally, the Annual Performance Evaluation process for the Executive Director is currently being reviewed. More information will be forthcoming.

### **EXECUTIVE DIRECTOR'S REPORT (Abdullah)**

#### **COLLABORATION WITH FLINT INSTITUTE OF MUSIC (FIM)**

FIM will be bringing music programs to the library starting on Saturday, March 16, 2024. These performances will be happening during the months of March, July, and August. The library is also working with FIM to secure music for the Blues on the Lawn event.

To highlight the dynamic and shared resources throughout the Cultural Center, collaborative partnerships and opportunities are important.

#### **TRUSTEE EMAIL FOLLOW-UP**

Executive Director Abdullah asks that Trustees reach out to her with any comments or questions regarding her bi-weekly email updates.

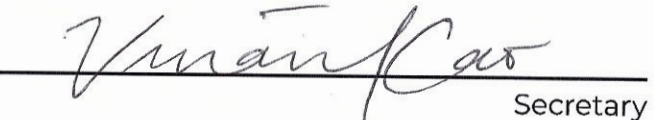
**UPCOMING EVENTS**

Per Trustee Brown's recommendation, Executive Director Abdullah has focused attention on creating Facebook events for March events, including:

- Film + Discussion
- Messy Crafts
- Basic Needs Fair
- CommuniTea Conversation

**ADJOURNMENT**

Vice President Kale called to adjourn the meeting at 6:31pm. Motion by Trustee Young-Muhammad. Secretary Kao seconded. Motion carried.

  
Secretary