

# BOARD OF TRUSTEES

## Meeting Minutes



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**Date:** Thursday, May 2, 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:** Reta Stanley (President), Heather Kale (Vice President), Vivian Kao (Secretary), Melissa Brown, Audrey Young-Muhammad, Kathy Jackson

**Absent with Notification:** Brian Larkin (Treasurer)

**Absent without Notification:**

**Staff:** Taliah Abdullah, Jensen Sikora, Martita Moffett-Page, Ashoka Rao, Regina Renee Nyégbé, Rick Dunning, Katie Badgley, Ashley Nizinski, Cristen Jackson, Malyn Berger

**# Public:** 2

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### CALL TO ORDER

President Stanley called the meeting to order at 5:33 PM.

### APPROVAL OF AGENDA \*

Secretary Kao motioned to approve the agenda. Seconded by Trustee Jackson. Motion carried.

### APPROVAL OF MINUTES \*

Secretary Kao motioned to approve the Regular Board Meeting Minutes from March 7, 2024 and April 4, 2024. Seconded by Trustee Jackson. Motions carried.

### PUBLIC COMMENTS \*\*

Ms. Taylor asked that Gloria Coles' name be included when mentioning the library's name in any publicity. She also asked that Flint public schools have equal (or preferred) access to the library, rather than prioritizing charter schools.

Trustee Jackson concurred with the public's statement. Vice President Kale assured Ms. E. Taylor that any partnerships or collaborations with outside organizations will include a discussion around library branding. Trustee Brown additionally recommended that the library request to approve marketing materials made public by said organizations.

Executive Director Abdullah agreed with all trustees that spoke on the marketing of the library. Regarding supporting local schools, these relationships are currently being discussed to ensure that all schools are treated equitably.

**BUDGET, FINANCE AND POLICY COMMITTEE (Moffett-Page)**

Martita Moffett-Page reported on the library’s financial statements for the period ending on February 29, 2024 and March 31, 2024. Per this report, 75.14% of the fiscal year is complete, with the following detailed balances:

<b>REPORT ITEM</b>	<b>02/29/2024 AMOUNT</b>	<b>03/31/2024 AMOUNT</b>
YTD Revenue	\$3,518,274	\$3,665,816
YTD Expenditures	\$2,869,418	\$3,131,097
Net Revenue	\$648,856	\$534,720
Grant Activity	\$10,139	\$7,880
YTD General Fund Balance	\$638,717	\$526,840
YTD Property Tax Rec'd	\$2,918,653	\$3,034,412
YTD Investment Income	\$170,496	\$190,651
Annual Campaign Rec'd	\$48,830	\$66,949
Capital Campaign Rec'd	\$6,000	\$6,000
Net Cash Available for Ops	\$6,364,281	\$6,198,084

**QUESTIONS REGARDING GENERAL BUDGET & FINANCES**

President Stanley asked about the difference in percentages of budget expended, which Martita Moffett-Page clarified.

Trustee Jackson brought up the topic of the library’s general banking needs, citing past conversations about further generating the library’s passive / investment income. Executive Director Abdullah updated the board on her progress with the library’s business account banker, who recommended new options for further investment, as well as additional checking account options.

Citing a budget amendment for FY24 and the library’s current financials, Vice President Kale asked about the need to amend the budget again and balancing the current budget. Moffett-Page responded by saying that the final amendment of the budget will be

completed at the end of June 2024, and that any needed funds for budget balancing will be drawn from the general fund balance.

Secretary Kao referred to a previous conversation, where Treasurer Larkin inquired about capital funds being transferred to the general funds for operational purposes. Executive Director Abdullah reported that the Finance Committee met on April 25, 2024 and the committee discussed what would happen with the balance of the capital project funds, stating that library staff would be coming together to vote on its purpose. This will be presented to the Board of Trustees at the June 6, 2024 meeting.

Vice President Kale motioned to approve the financial report for the periods ending on February 29, 2024 and March 31, 2024. Seconded by Secretary Kao. Motions carried.

#### **QUESTIONS REGARDING CHECK REGISTER**

Vice President Kale asked about the cost of the Adobe Creative Cloud programs. Executive Assistant Sikora explained that this software is expensive, but that there's a lower price for an annual subscription. Moffett-Page believes the expense was paid for the year, but will confirm with her team.

Trustee Young-Muhammad expressed concern about continuing work with Clark Construction Services, given the challenges that the library has faced following its renovation. Executive Director Abdullah stated that these issues are still being managed with the contractor. The charge in question was regarding drywall repair.

#### **RESOLUTION 24-403: 2024 GENERAL FUND APPROPRIATIONS ACT AS AMENDED**

Martita Moffett-Page introduced the resolution, which amends the library's operating expenditures and grants. Since the last budget amendment was in early July 2023, we received additional grant monies; this requires amending the total budgeted revenue and grants. Moffett-Page explained the changes made, including additional grant funds from the Ben F. Bryer Foundation and restricted monies received from the Friends of the Flint Public Library and President Stanley called for a roll-call vote for the resolution:

#### **ROLL CALL VOTE**

- President Stanley: **Aye**
- Vice President Kale: **Aye**
- Secretary Kao: **Aye**
- Trustee Brown: **Aye**
- Trustee Jackson: **Abstain**
- Trustee Young-Muhammad: **Aye**



Trustee Brown motioned to approve this resolution. Secretary Kao seconded. Motion carried.

**RESOLUTION 24-404: APPROVAL OF ADOPTION OF THE “80/20” OPTION UNDER PA 152**  
 Martita Moffett-Page introduced the resolution, which is presented annually. This resolution limits the amount public employers may pay or contribute towards the cost of a medical benefit plan for its employees, and requires all public employers to affirmatively select either the “hard cap” limits or the “80/20” cost sharing option set forth in the Act.

There’s no change from the previous year.

**ROLL CALL VOTE**

- President Stanley: **Aye**
- Vice President Kale: **Aye**
- Secretary Kao: **Aye**
- Trustee Brown: **Aye**
- Trustee Jackson: **Aye**
- Trustee Young-Muhammad: **Aye**

Vice President Kale motioned to approve this resolution. Secretary Kao seconded. Motion carried. Motion carried.

**OTHER REPORTS AND ACTIONS**

**FUNDRAISING COMMITTEE (Kale + Rao)**

Vice President Kale reported on data given to her by the library’s Development Assistant, Cassie Mead. The following details reflect a summary of FY24 fundraising efforts through April 25, 2024:

REPORT ITEM	AMOUNT
<b>Total Donations Received</b>	<b>\$73,991</b>
New Donor Gifts (57)	\$27,226
Increased Gifts (25)	\$9,933
<b>Total Campaign with Pledges</b>	<b>\$73,991</b>
Pledges Outstanding	\$0
<b>FY23 Campaign (04/25/2023)</b>	<b>\$116,403</b>

**LEARN FOR LIFE BREAKFAST**

With table hosts and sponsors, we expect 160 people or more to attend this fundraising event. Several sponsors, however, have only made a verbal pledge; we are still awaiting their donation. Also, beginning this year, Big John Steak & Onion Foundation has committed to donating annually.

Vice President Kale also mentioned that the event layout may be changing, shifting from multi-room breakfast spaces to a single-room space. President Stanley asked if the Mott Community Room can accommodate the number of attendees; Vice President Kale confirmed the room can fit at least 98 people. This will be discussed further at the library walkthrough tomorrow.

**PUBLIC RELATIONS COMMITTEE (Kale)**

The Public Relations Committee had nothing to report.

**POLICY COMMITTEE: BY-LAWS (Kao)**

As provided in the board's meeting packet, Secretary Kao introduced the original by-laws, the listed amendments, and the updated by-laws. Trustees present at the meeting requested that the following changes be made to the final by-laws document:

- In **Article II, Section 1**, "participating m" will be changed to "participating municipality."
- In **Article V, Section 4**, "sage custody" will be changed to "sole custody."
- In **Article VII, Section 2.B.2**, "Library Administrator" will be changed to "Executive Director."

President Stanley clarified that, while Section 4 of Article II specifies that the Governor is responsible for removing a trustee from the board, the Board itself may request a Trustee resign after three absences from regular board meetings.

**ROLL CALL VOTE**

- President Stanley: **Aye**
- Vice President Kale: **Aye**
- Secretary Kao: **Aye**
- Trustee Brown: **Aye**
- Trustee Jackson: **Aye**
- Trustee Young-Muhammad: **Aye**

Secretary Kao motioned to approve the amended by-laws with the additional changes discussed at the meeting. Trustee Jackson seconded. Motion carried.



**OLD BUSINESS**

There was no old business to report.

**NEW BUSINESS****LIBRARY TEEN SERVICES (Nizinski + Badgley)**

Ashley Nizinski and Katie Badgley introduced themselves as the Teen Librarian and Youth Services Manager, respectively. They reported on the evolution of teen programming, as well as details of upcoming programs, at the Gloria Coles Flint Public Library.

Until Fall 2023, there was a teen programming routine that, while regular, seemed to garner less interest over time. To help develop new programming, teens in the community were surveyed about events and other initiatives of interest to them. These conversations revealed that teens are currently focused on service projects, which would allow them to fulfill volunteer hour high school graduation requirements. Responding to this need, and to further engage this age group, the following programs and initiatives were developed:

- **Helping Other Teens:** Boxes were placed around the library, seeking donation of items to help teens in need. This call yielded new socks, personal care items, gloves, hats, books, writing tools, notebooks, and electronic chargers. A group of teens then came together, organized all of the donations, and compiled gift bags — all while enjoying pizza and the movie *Wakanda Forever*. These bags were gifted to youth at the Whaley House and the Genesee Valley Regional Detention Center.
- **Wrapping Party:** Families donated holiday gifts, which the teens volunteered to wrap and decorate for other families in need. The teens even played “Name That Tune” during their time volunteering!

Beginning in January 2024, the library began hosting a rotation of monthly teen programming every Thursday at 5:30pm. This programming included such initiatives and events as: movie nights, craft do-it-yourself night, teen advisory board meetings, and game night (video and board). Snacks are provided at every gathering.

**TEEN ADVISORY BOARD (TAB GROUP)**

A collection of teens who meet and brainstorm, then advise on teen-related library matters. This is especially important for informing programming, and ensures we are hosting events that are particularly exciting for the age group. Additionally, the TAB group aids in spreading the word about programming to their peers, and volunteers to assist in setting up for other events at the library.

The final meeting of the school year has passed, but the group will begin meeting again in September 2024.

**AN EXAMPLE OF SPECIAL EVENTS FOR TEENS**

Seven area high schools visited to attend a teen forum with Dr. Mona (of Flint Water Crisis fame), who presented her story and answered questions. Seventy-five students were present at the event.

**MICHIGAN NOTABLE BOOK AUTHOR TOUR**

The library applied to be part of the Michigan Notable Book Author Tour and was granted a visit by author Kiel Phegley, who wrote a graphic novel called "Strikers," which is set in Flint and follows a teenage hockey player.

**THE SUMMER YOUTH INITIATIVE RETURNS**

The Summer Youth Initiative is an annual program that the library has hosted for many years, established by the Flint & Genesee County Talent Group. It's a program that gives teens the opportunity to apply for summer employment, where they assist with everyday operational needs (like shelving) as well as daily programs. This year, they will also shadow and learn about roles all throughout the library!

**THE CRAVE ACADEMY WITH JORDAN JOHNSON**

The CRAVE Academy provides job-readiness and career skills programming for teens with developmental disabilities, and will be hosting a two-part series at the library this summer. During the first session, the students will have an opportunity to tour the library, discover how the library functions behind the scenes, and learn about staff roles. During the second session, the students will shadow a staff member, have a chance to ask questions, and experience the role in a more hands-on way.

Vice President Kale commended staff for their work in this age group, which was previously identified in a gap in library programming.

**FINANCIAL LITERACY & ENTREPRENEURSHIP FOR TEENS (Adel)**

Presenting about the Financial Literacy & Entrepreneurship for Teens program, Mohamed Adel introduced himself as the Associate Director of the Dow Entrepreneurship Institute, which is part of the College of Business at Saginaw Valley State University (SVSU). The program's vision is to empower aspiring entrepreneurs to realize their dreams, which then leads to its mission to drive community transformations.

What SVSU offers via this programming:

- An opportunity to learn the intricacies of entrepreneurship and its phases.
- To succeed is to build on a succession of failures. When it comes to entrepreneurship, those initial failures can be costly — not just in time, but also likely in money (by way



of debt to cover costs of the business). This program will help off-set those costs for its participants, as all costs are covered by SVSU (via corporate sponsorships).

- This focuses on the early stages of business ownership. SVSU provides faculty experts, which provides important guidance and support to participants.

SVSU provides access to the following labs for this program:

- **Product + Innovation Lab:** tools necessary to create a prototype business model
- **Consumer Behavioral Lab:** test products from a consumer perspective
- **Finance Lab:** visibility analysis with Bloomberg terminals

How can this program at SVSU collaborate with the library?

- Q.** How do we bridge the physical gap between Flint and Saginaw?
- A.** Adel said that the presentation of this program is customizable based on the collaboration, and could include virtual sessions. However, some SVSU business students live in the area and could easily provide in-person opportunities in Flint.
- Q.** What are the plans to make this collaboration work in libraries?
- A.** Adel would hire mentors from the area, based on information from library staff or programming.
- Q.** What is included in the most basic level of this financial instruction (Finance 101)?
- A.** To identify the difference between good and bad debt, cash flow, opportunity costs, mortgages, interest, and credit score. They also learn how to create budgets and how to appropriately / safely engage with the internet.
- Q.** Would you be focused only on building the program, or would you also be assisting in the management or improvement of our Small Business Hub?
- A.** It's a win-win collaboration.
- Q.** Have you presented this to the Flint School Board of Education?
- A.** No, but he's willing.

Executive Director Abdullah anticipates that staff efforts would include recruiting interested youth. This opportunity is in the nascent stages of planning.

#### **PRESIDENT'S REMARKS (Stanley)**

President Stanley was pleased to see happy patrons walking out of the library with boxes of books from the Friends' Used Book Sale. This, and Executive Director Abdullah's speaking engagement



at the July 12 Rotary Club of Flint meeting, demonstrates what it means to be an ambassador for the Gloria Coles Flint Public Library.

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

Executive Director Abdullah asked again that meeting attendees promote the library survey discussed at the last regular board meeting. Ideally, 100 patrons will complete the survey, which would give the library a better understanding about patrons needs. Everyone's library ambassadorship is important and appreciated.

**UPCOMING EVENTS**

Regina Renee Nyégbeh reported on the following upcoming events:

- Flint + Genesee Literacy Network hosts a community event annually and the Gloria Coles Flint Public Library has been invited to join the big table this year. We will be helping to plan this event! More information to come soon.

**ADJOURNMENT**

President Stanley called to adjourn the meeting at 7:53 PM.

  
Secretary