

BOARD OF TRUSTEES

Final Budget Meeting Minutes (Joint Meeting with Finance Committee)



Date: Thursday, July 1, 2024
(Rescheduled from June 27, 2024)
Time: 5:30 PM
Location: Harris Room

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

Present: Reta Stanley (President), Heather Kale (Vice President), Melissa Brown, Kathy Jackson, Audrey Young-Muhammad (arrived late)

Absent with Notification: Brian Larkin (Treasurer), Vivian Kao (Secretary)

Absent without Notification:

Staff: Taliah Abdullah (Remote), Regina Renee Nyégbeh, Jensen Sikora, Martita Moffett-Page, Rick Dunning

Public: 0

CALL TO ORDER

President Stanley called the meeting to order at 5:30 PM.

APPROVAL OF AGENDA *

Vice President Kale motioned to approve the agenda. Seconded by Trustee Brown. Motion carried.

APPROVAL OF MINUTES *

Vice President Kale motioned to approve the Public Hearing Minutes and Regular Board Meeting Minutes from June 6, 2024. Seconded by Trustee Brown. Motion carried.

PUBLIC COMMENTS **

None.

BUDGET, FINANCE AND POLICY COMMITTEE (Moffett-Page)

Martita Moffett-Page reported on the library's financial statements for the period ending on May 31, 2024. Per this report, 91.80% of the fiscal year is complete, with the following detailed balances:

REPORT ITEM	AMOUNT
YTD Revenue	\$3,810,711
YTD Expenditures	\$3,758,211
Net Revenue	\$52,500
Grant Activity	\$50,805
YTD General Fund Balance	\$103,305
YTD Property Tax Rec'd	\$3,034,412
YTD Investment Income	\$209,709
Annual Campaign Rec'd	\$108,395
Capital Campaign Rec'd	\$10,167
Net Cash Available for Ops	\$5,598,248

Vice President Kale motioned to approve the financial report for the period ending on May 31, 2024. Seconded by Trustee Brown. Motion carried.

RESOLUTION 24-408: ADOPTION OF GENERAL FUND BUDGET AMENDMENT

Executive Director Abdullah opened a discussion on approving the adoption of Resolution 24-408: Adoption of General Fund Budget Amendment for Fiscal Year 2024. The details of this resolution are, as follows:

REPORT ITEM	AMOUNT
Estimated Revenues - operations	\$4,565,139
Estimated Revenues - grants + special programs	\$71,032
Fund Balance - assigned, committed, reserved	\$1,805,345
Fund Balance - unreserved, uncommitted, unassigned	\$4,184,083
Total Fund Balance July 1 Available to Appropriate	5,989,428
Total Estimated Available to Appropriate	\$10,625,599

Governing Board Expenses	\$46,260
Administration Expenses	\$464,806
Automated Systems Expenses	\$266,292
Facilities Expenses	\$785,598
Library + Program Services Expenses	\$2,496,160
Development Expenses	\$85,728
Grants + Special Programs Expenses	\$20,322
Total Appropriated	\$4,165,836

Vice President Kale motioned to approve Resolution 24-408. Trustee Brown seconded. Motion carried.

ROLL CALL VOTE: RESOLUTION 24-408

- President Stanley: **Aye**
- Vice President Kale: **Aye**
- Treasurer Larkin: **Absent from Meeting**
- Secretary Kao: **Absent from Meeting**
- Trustee Brown: **Aye**
- Trustee Jackson: **Aye**
- Trustee Young-Muhammad: **Absent from Meeting**

RESOLUTION 24-409: ADOPTION OF CAPITAL PROJECTS FUND BUDGET AMENDMENT

Executive Director Abdullah opened a discussion on approving the adoption of Resolution 24-409: Adoption of Capital Projects Fund Budget Amendment for Fiscal Year 2024. The details of this resolution are, as follows:

REPORT ITEM	AMOUNT
Investment Income	\$96,066
Gifts + Donations	\$67,500
State + Federal Grants + Aid	\$0
Total Projected Revenues	\$163,566
Fund Balance - assigned, committed, reserved	\$1,799,823

Fund Balance - unreserved, uncommitted, unassigned	\$0
Total Fund Balance	\$1,799,823
Total Estimated Available to Appropriate	\$1,963,389
Professional Services	\$210
Other Contractual Services	\$27,947
Fees	\$3,956
Improvements + Equipment	\$35,147
Total Appropriated	\$67,260

Trustee Brown motioned to approve Resolution 24-409. Vice President Kale seconded. Motion carried.

ROLL CALL VOTE: RESOLUTION 24-409

- President Stanley: **Aye**
- Vice President Kale: **Aye**
- Treasurer Larkin: **Absent from Meeting**
- Secretary Kao: **Absent from Meeting**
- Trustee Brown: **Aye**
- Trustee Jackson: **Aye**
- Trustee Young-Muhammad: **Aye**

Trustee Brown motioned to rescind the approval of Resolution 24-209 due to a need for amending the document. Vice President Kale seconded. Motion carried.

ROLL CALL VOTE: RESCINDING RESOLUTION 24-409

- President Stanley: **Aye**
- Vice President Kale: **Aye**
- Treasurer Larkin: **Absent from Meeting**
- Secretary Kao: **Absent from Meeting**
- Trustee Brown: **Aye**
- Trustee Jackson: **Aye**
- Trustee Young-Muhammad: **Aye**

RESOLUTION 24-409: ADOPTION OF CAPITAL PROJECTS FUND BUDGET AMENDMENT
 Martita Moffett-Page updated Resolution 24-209. The updated details of this resolution are, as follows:

AMENDED REPORT ITEM	AMENDED AMOUNT
Investment Income	\$89,710
Gifts + Donations	\$67,500
State + Federal Grants + Aid	\$0
Total Projected Revenues	\$157,210
Fund Balance - assigned, committed, reserved	\$1,799,823
Fund Balance - unreserved, uncommitted, unassigned	\$0
Total Fund Balance	\$1,799,823
Total Estimated Available to Appropriate	\$1,957,033
Professional Services	\$210
Other Contractual Services	\$27,947
Fees	\$3,956
Improvements + Equipment	\$35,147
Total Appropriated	\$67,260

Trustee Brown motioned to approve Resolution 24-409. Trustee Young-Muhammad seconded. Motion carried.

ROLL CALL VOTE: RESOLUTION 24-409 (AS AMENDED)

- President Stanley: **Aye**
- Vice President Kale: **Aye**
- Treasurer Larkin: **Absent from Meeting**
- Secretary Kao: **Absent from Meeting**
- Trustee Brown: **Aye**
- Trustee Jackson: **Aye**
- Trustee Young-Muhammad: **Aye**

RESOLUTION 24-410: ADOPTION OF DEBT SERVICE FUND BUDGET AMENDMENT

Executive Director Abdullah opened a discussion on approving the adoption of Resolution 24-410: Adoption of Debt Service Fund Budget Amendment for Fiscal Year 2024. The details of this resolution are, as follows:

REPORT ITEM	AMOUNT
Next Year's Estimated Revenues - property taxes	\$1,419,200
Next Year's Estimated Revenues - investment earnings	\$1,960
End of FY24 Fund Balance - assigned, committed, reserved	\$258,237
End of FY24 Total Fund Balance July 1 Available to Appropriate	\$258,237
Total Estimated Available to Appropriate	\$1,679,397
Payments on Bond Principal	\$1,075,000
Payments on Bond Interest	\$267,000
Bank Fees	\$75
Other Expenses	\$1,000
Paying Agent Fees	\$500
Total Appropriated	\$1,343,575

Vice President Kale motioned to approve Resolution 24-410. Trustee Young-Muhammad seconded. Motion carried.

ROLL CALL VOTE: RESOLUTION 24-410

- President Stanley: **Aye**
- Vice President Kale: **Aye**
- Treasurer Larkin: **Absent from Meeting**
- Secretary Kao: **Absent from Meeting**
- Trustee Brown: **Aye**
- Trustee Jackson: **Aye**
- Trustee Young-Muhammad: **Aye**

OTHER REPORTS AND ACTIONS

FUNDRAISING COMMITTEE (Kale)

Vice President Kale announced that there is nothing to report at this time. A report will be delivered at the next regular board meeting on July 11, 2024.

Executive Director Abdullah reported on plans to review the Director of Development job description, and is consulting with the Community Foundation of Greater Flint regarding the possible evolution of this role.

PUBLIC RELATIONS COMMITTEE (Kale)

Vice President Kale announced that there is nothing to report at this time, as. A report will be delivered at the next regular board meeting on July 11, 2024.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Trustee Young-Muhammad brought up the issue of board terms, and requested connecting with the appropriate governing municipalities to address the need for replacement trustees (whether via reappointments or electing nominees to fill vacancies). President Stanley stated that she and Executive Director Abdullah will address this when Executive Director Abdullah returns to the office.

Vice President Kale requested a list of terms, appointing bodies, and committee details. Executive Assistant Sikora will be sharing those details via email.

Trustee Brown announced that a back-to-school extravaganza for Flint Community Schools will be held at the former Northwestern High School campus on August 24, 2024 from 2-6pm. The library will follow up on participating in this endeavor.

PRESIDENT'S REMARKS (Stanley)

The Executive Director performance review is underway. Trustees need to submit their reviews by the end of day tomorrow, July 2, 2024.

EXECUTIVE DIRECTOR'S REPORT (Abdullah)

The Director of Development position and other staffing issues is the highest priority.

The Summer Reading Challenge is going very well. While Executive Director Abdullah can't report on exact numbers, she remarks that registration is at a record high compared to previous years.

Summer's programming theme is "Adventure starts at the library." Many community events and programs will be hosted around Flint and Genesee County, which will allow the library to partner with other community organizations and promote the library's services.

UPCOMING EVENTS

Regina Renee Nyégbeh reported on the following upcoming events:

- This is the anniversary for *Parable of the Sower* by Octavia E. Butler, which takes place in July 2024 and is a social commentary.
- In August 2024, the library will be honoring the centennial of James Baldwin.

ADJOURNMENT

Vice President Kale motioned to adjourn. Seconded by Trustee Jackson. Motion carried and President Stanley adjourned the meeting at 6:28 PM.



Secretary