

BOARD OF TRUSTEES

Meeting Minutes



Date: Thursday, June 6, 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), Vivian Kao (Secretary), Melissa Brown, Audrey Young-Muhammad

Absent with Notification: Kathy Jackson

Absent without Notification: Brian Larkin (Treasurer)

Staff: Taliah Abdullah, Jensen Sikora, Martita Moffett-Page, Ashoka Rao, Regina Renee Nyégbeh, Tina Hayes, Eileen Button, Katie Badgely

Public: 1

CALL TO ORDER

President Stanley called the meeting to order at 5:31 PM.

APPROVAL OF AGENDA *

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

APPROVAL OF MINUTES *

Secretary Kao motioned to approve the Regular Board Meeting Minutes from May 2, 2024. Seconded by Vice President Kale. Motions carried.

PUBLIC COMMENTS **

A member of the public requested comment:

- Said attendee asked whether or not FCCA is delinquent with the library, which Executive Director Taliah Abdullah confirmed is not the case.
- Said attendee recommended sending a calendar or event guide monthly, so that they might be able to continue to share and market these items as they engage in other Flint organizations. Executive Director Abdullah noted this request and stated that there are plans to further market the library's calendar.

- Said attendee asked about the governing municipality, stating that many residents are interested in participating in the Board of Trustees. President Stanley confirmed that filling expired board appointments is under the purview of these municipalities, and they've not yet addressed these appointments at their meetings. The Board will follow-up with the Board of Education and State of Michigan regarding this issue.
- Said attendee recommended adding new chairs to library events that are taller, wider, with arms, and not on wheels. This will accommodate elderly patrons and patrons with different bodily needs.

BUDGET, FINANCE AND POLICY COMMITTEE (Moffett-Page)

Martita Moffett-Page reported on the library's financial statements for the period ending on April 30, 2024. Per this report, 83.33% of the fiscal year is complete, with the following detailed balances:

REPORT ITEM	AMOUNT
YTD Revenue	\$3,762,319
YTD Expenditures	\$3,437,635
Net Revenue	\$324,684
Grant Activity	\$50,805
YTD General Fund Balance	\$273,879
YTD Property Tax Rec'd	\$3,034,412
YTD Investment Income	\$199,255
Annual Campaign Rec'd	\$96,609
Capital Campaign Rec'd	\$6,000
Net Cash Available for Ops	\$6,183,949

Vice President Kale motioned to approve the financial report for the periods ending on April 30, 2024. Seconded by Trustee Brown. Motions carried.

RESOLUTION 24-405: ADOPTION OF GENERAL FUND BUDGET

Executive Director Abdullah opened a discussion on approving the adoption of Resolution 24-405: Adoption of General Fund Budget. The details of this resolution are, as follows:

REPORT ITEM	AMOUNT
Estimated Revenues - operations	\$4,183,300
Estimated Revenues - grants + special programs	\$62,891
Fund Balance - assigned, committed, reserved	\$1,046,584
Fund Balance - unreserved, uncommitted, unassigned	\$2,940,113
Total Fund Balance July 1 Available to Appropriate	\$3,986,698
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Total Estimated Available to Appropriate	\$8,232,888
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Governing Board Expenses	\$54,200
Administration Expenses	\$496,638
Automated Systems Expenses	\$308,372
Facilities Expenses	\$896,866
Library + Program Services Expenses	\$2,561,529
Development Expenses	\$166,625
Grants + Special Programs Expenses	\$62,891
Total Appropriated	\$4,547,121

Trustee Young-Muhammad motioned to approve this resolution. Vice President Kale seconded. Motion carried.

ROLL CALL VOTE: RESOLUTION 24-405

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

RESOLUTION 24-406: ADOPTION OF CAPITAL PROJECTS FUND BUDGET

Executive Director Abdullah opened a discussion on approving the adoption of Resolution 24-406: Adoption of Capital Projects Fund Budget. The details of this resolution are, as follows:

REPORT ITEM	AMOUNT
Investment Income	\$40,000
Gifts + Donations	\$0
State + Federal Grants + Aid	\$0
Total Projected Revenues	\$40,000
Fund Balance - assigned, committed, reserved	\$1,634,546
Fund Balance - unreserved, uncommitted, unassigned	\$0
Total Fund Balance	\$1,634,546
Total Estimated Available to Appropriate	\$1,674,546
Professional Services	\$3,000
Other Contractual Services	\$63,000
Fees	\$1,000
Improvements + Equipment	\$133,000
Total Appropriated	\$200,000

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

ROLL CALL VOTE: RESOLUTION 24-406

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

RESOLUTION 24-407: ADOPTION OF DEBT SERVICE FUND BUDGET

Executive Director Abdullah opened a discussion on approving the adoption of Resolution 24-407: Adoption of Debt Service Fund Budget. The details of this resolution are, as follows:

REPORT ITEM	AMOUNT
Next Year's Estimated Revenues - property taxes	\$1,264,750
Next Year's Estimated Revenues - investment earnings	\$1,000
End of FY24 Fund Balance - assigned, committed, reserved	\$258,622
End of FY24 Total Fund Balance July 1 Available to Appropriate	\$258,622
Total Estimated Available to Appropriate	\$1,524,372
Payments on Bond Principal	\$1,030,000
Payments on Bond Interest	\$234,750
Bank Fees	\$75
Other Expenses	\$1,000
Paying Agent Fees	\$500
Total Appropriated	\$1,266,325

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

ROLL CALL VOTE: RESOLUTION 24-407

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

President Stanley reminded the Board of Trustees that there will be a final budget meeting on July 27, 2024 at 5:30pm in the Harris Room.

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 May 30, 2024:

REPORT ITEM	AMOUNT
Total Donations Received	\$107,706
New Donor Gifts (59)	\$27,551
Increased Gifts (27)	\$17,533
Total Campaign with Pledges	\$107,706
Pledges Outstanding	\$0
FY23 Campaign (04/25/2023)	\$117,413

LEARN FOR LIFE BREAKFAST

Ashoka Rao reported on the 2024 Learn for Life Breakfast. Not only has this fundraiser yielded a record number of corporate sponsorships, but Individual giving nearly matches corporate giving. As of today, there are only 6 seats available for additional attendees.

PUBLIC RELATIONS COMMITTEE (Kale)

The Public Relations Committee had nothing to report. Vice President Kale recommended she begin meeting with Jensen Sikora and Executive Director Abdullah to discuss these matters.

BOARD OF TRUSTEES MEETING CALENDAR FOR FISCAL YEAR 2025

President Stanley presented the proposed calendar, citing that the July 2024 and September 2024 dates were adjusted to accommodate national holidays.

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

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

President Stanley reported that the Board of Trustees will be having the annual Executive Director performance review on June 14, 2024. Per the performance review process, this review should be completed by June 27, 2024. Following this review, the process itself will be reviewed.

PRESIDENT’S REMARKS (Stanley)

President Stanley thanked the Board of Trustees and Executive Director Abdullah for their commitment to the Gloria Coles Flint Public Library. She commended Executive Director Abdullah for navigating difficult and challenging situations with grace.

President Stanley remarked that the Board of Trustees will be assessing the performance review process regarding evaluation of the Executive Director.

EXECUTIVE DIRECTOR’S REPORT (Abdullah)

Executive Director Abdullah had a well-attended free rodeo event last Saturday, June 1. The event included therapy animals, a petting zoo, and a cowboy. The Mayor was present, and patrons seemed very pleased with the programming.

Executive Director Abdullah announced that Director of Development Ashoka Rao is retiring this year. Abdullah is reviewing the position and what it looks like for the library, hoping to have the position posted in July or August 2024. The hope is to have someone on staff in this role by August or September 2024.

UPCOMING EVENTS

Regina Renee Nyégbeh reported on the following upcoming events:

- **Children’s Book Council:** We were accepted to be 1 of the 80 libraries selected, which means we will receive books from publishers. 80% of these books will be absorbed into the collection, and the other 20% will be donated to an organization of our choosing.
- **Summer Reading Challenge:** Adventure begins at the library. The emphasis of this program is play – not just for youth, but also for adults.
- Summer programming also includes Pride, pop-ups around Mott, and much more.

ADJOURNMENT

Vice President Kale motioned to adjourn. Seconded by Trustee Young-Muhammed. Motion carried and President Stanley adjourned the meeting at 6:33 PM.

Reta Stanley, Board President

Secretary