

BOARD OF TRUSTEES

Meeting Minutes



Date: Thursday, September 12, 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, Kathy Jackson

Absent with Notification: Brian Larkin (Treasurer)

Absent without Notification:

Staff: Taliah Abdullah, Martita Moffett-Page, Regina Renee Nyégbé, Rick Dunning, Shana Rowser, Tina Hayes

Public: 1

CALL TO ORDER

President Stanley called the meeting to order at 5:38 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 Regular Board Meeting Minutes from August 1, 2024. Seconded by Trustee Brown. Motion carried.

PUBLIC COMMENTS **

Dr. Yolanda Mojica, Vice President of the Friends of the Gloria Coles Flint Public Library, suggested pursuing the C. S. Mott Foundation to aid in funding literacy programs, which would help families instruct their children to read.

BUDGET & FINANCE (Moffett-Page)

Martita Moffett-Page reported on the library's pre-audit financial statements for the period ending on June 30, 2024. Per this report, 100.00% of the fiscal year is complete, with the following detailed balances:

REPORT ITEM	AMOUNT
YTD Revenue	\$4,662,322
YTD Expenditures	\$4,155,185
Net Revenue	\$507,138
Grant Activity	\$51,067
YTD General Fund Balance	\$558,204
YTD Property Tax Rec'd	\$3,678,038
YTD Investment Income	\$230,757
Annual Campaign Rec'd	\$136,839
Capital Campaign Rec'd	\$10,167
Net Cash Available for Ops	\$6,258,891

Moffett-Page also reported that the library received payments from the following sources: City of Flint for delinquent property taxes; State of Michigan for library funding; and Flint Cultural Center Academy for reimbursement of services and lost items.

QUESTIONS REGARDING GENERAL BUDGET & FINANCES

President Stanley asked if delinquent tax payments from the City were unusual, to which Moffett-Page replied that this was her first experience with delinquent tax payments at the Gloria Coles Flint Public Library. Trustee Brown asked for clarification about the lost items for which FCCA reimbursed the library. Executive Director Abdullah responded, stating that this reimbursement was to cover the cost of lost books.

FY2024 FINANCIAL AUDIT UPDATE

Moffett-Page spoke on the purpose of the library's annual financial audit. This external audit ensures accuracy of the library's financial reports by providing an independent, unbiased verification of all financial records, adherence to standards, and evaluation of internal controls. This process is to enhance stakeholder confidence, detect fraud, irregularities, and offer recommendations for improvement for the purpose of organizational transparency.

Plante Moran is our auditor for Fiscal Year 2024. Field work began August 26, 2024 in the library's staff conference room. Plante Moran met with Executive Director Abdullah, Moffett-Page, and our accounting consultant from Taylor & Morgan to discuss and determine internal controls. Moffett-Page, her assistant Tina Hayes, and the consultant are working to provide Plante Moran with any additional information required for the audit.

There was a motion by Secretary Kao to approve the pre-audit financial statements from June 30, 2024. Seconded by Vice President Kale. Motion carried.

OTHER REPORTS AND ACTIONS

FUNDRAISING COMMITTEE (Kale)

Vice President Kale reported on data given to her by the library’s Development Assistant, Cassie Mead. The following details reflect a summary of FY25 fundraising efforts through August 31, 2024:

REPORT ITEM	AMOUNT
Total Donations Received	\$8,755
New Donor Gifts (6)	\$652
Increased Gifts (1)	\$325
Total Campaign with Pledges	\$8,755
Pledges Outstanding	\$0
FY24 Campaign (08/31/2023)	\$24,523

Vice President Kale also noted: larger individual gifts put last fiscal year ahead by approximately \$15,000. If you remove these from the equation, the library is close to the same yields when compared year-over-year. Once you take those out, we are close to the same year over year. “I would have expected it to be a bigger difference without Ashoka soliciting gifts, but that doesn’t seem to have made an impact yet.”

PUBLIC RELATIONS COMMITTEE (Kale)

Shana Rowser has returned to her position and is reacclimating to her role. She is catching up on communications, as well as prioritizing brand consistency across all mediums to have the library as a visible and highly trusted entity in Flint. Vice President Kale is working to schedule regular Public and Community Relations check-ins with the library staff in a similar manner that is done with Development staff.

The Development leadership position will be posted publicly on Monday, September 16, 2024. In addition to being listed on the library’s website, this opportunity is being promoted via the following avenues: Mich-lib, Urban Libraries Council, Library Jobline, Flint Cultural Center Directors, and local Development Directors. Trustees are encouraged to share the posting directly, and/or suggest platforms that may reach qualified candidates.

There was discussion regarding how long the Development leadership position would be posted. Executive Director Abdullah stated that the listing will be posted until the position is filled, but the library is required to post the job for a minimum of thirty days.

Vice President Kale is working with Development Assistant Cassie Mead on the annual appeal. President Stanley asked the Trustees to provide the names of potential donors to Executive Director Abdullah.

OLD BUSINESS

EXECUTIVE DIRECTOR EVALUATION + FY2025 PROPOSED GOALS

President Stanley stated that the Board of Trustees will be submitting a formal written evaluation for Executive Director Abdullah's personnel file. Following this statement, Executive Director Abdullah presented her proposed goals for Fiscal Year 2025, and asked for feedback.

Vice President Kale asked that communication be included under the Board of Trustees heading. President Stanley suggested that Executive Director Abdullah include any support needs, whether financial or otherwise, regarding these goals. Further discussion included clarification around professional development, mentorship, and certification.

NEW BUSINESS

TRUSTEE LEARNING: BOARD BASICS (Abdullah)

Executive Director Abdullah presented a video covering the basics of being a trustee, which can be viewed on YouTube at <https://www.youtube.com/watch?v=MG2AmxllluY>. This led to the following discussion questions:

- **What key takeaways stood out to you from the video that you think will be most impactful for our board moving forward?**
 - As a representative of Northwestern High School in a program hosted by General Motors, Trustee Jackson was assigned to go to the library 4 hours every day to write about GM. The experience gave her a deep love of the library, and she believes providing necessary education (such as required finance classes for high school students) is a worthwhile pursuit. Jackson wants young people to have the same kind of opportunities in life, which she attributes to her experience here.
 - Trustee Brown suggested that the Board of Trustees should establish an onboarding process for new members, which should include ways in which trustees can support the library's functions and programs.

- Vice President Kale appreciated the video's message that the trustees' job is to prepare the library for the future. She is excited for the strategic plan process.
- President Stanley agreed that the role of the Board of Trustees has changed and needs to be clarified for the members.

PRESIDENT'S REMARKS (Stanley)

President Stanley reported that Plante Moran contacted her directly to discuss the audit letter that was sent to the Board of Trustees. She encourages all trustees to take a detailed look at the materials provided to them by the auditor, and respond as appropriate.

EXECUTIVE DIRECTOR'S REPORT (Abdullah)

Executive Director Abdullah reported that staff are working on website accessibility barriers brought to our attention by the Office of Civil Rights. This project is progressing nicely. The library is also currently undergoing a cybersecurity audit, which supports and ensures patron privacy.

Executive Director Abdullah thanked Vice President Kale for sharing details about a Future Pathways grant several months ago. She applied for this opportunity and was awarded funding for the Urban Libraries Council (of which the library is a member). This group specifically focuses on needs, challenges, and responsibilities of public libraries in urban communities, and will be discussed further in future meetings.

Executive Director Abdullah directed the Board's attention to the conference room closest to the Harris Room, which has been officially renamed as the Sorscher Room, as well as the documentation regarding board terms and governing municipalities provided at the meeting.

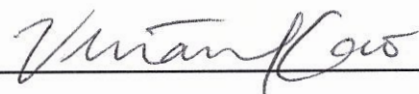
UPCOMING EVENTS

The library's leadership team reported on the Black Life & Literature Book Club, which is held on the second Saturday of every month, and has been well attended thus far. Also, the Program Guide for October, November, and December is printed and available for patrons to view.

President Stanley asked if the library would be at the upcoming Imagine Flint Master Plan meetings. Executive Director Abdullah will look into this opportunity, as well as the Focus on Flint meetings.

ADJOURNMENT

President Stanley called to adjourn the meeting at 7:09 PM. Vice President Kale motioned to approve adjournment. Seconded by Secretary Kao. Motion carried.



Secretary