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**LOCATION, DATE AND TIME:**

Flint Public Library, 1026 E. Kearsley St., Flint, MI 48503 – Harris Room

**Thursday, October 12, 2023, 5:00 PM**

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**Present:** Reta Stanley, Heather Kale, Vivian Kao, Kathy Jackson, Melissa Brown, Audrey Young-Muhammad, Brian Larkin

**Staff:** Taliah Abdullah, Martita Moffett-Page, Leslie Acevedo, Rick Dunning, Tina Hayes, Ashoka Rao, Katie Badgley, Billie Dantzler

**Call to Order:** President Stanley called the meeting to order at 5:06 pm.

**Approval of Agenda:** Motion by Kale to approve agenda. Supported by Jackson. Motion carried.

**Board Terms and Officers**

**Status of Board Appointments:** ED Abdullah is meeting next Monday with the Mayor regarding Board appointments. Also meeting with Superintendent Jones on Tuesday. Asked Board to let her know if there were any members that did not want to continue to serve. Kale, Kao and President Stanley want to continue. Larkin does not. ED Abdullah also letting the City and Schools know there will be two more expiring terms next year. Board had already sent Flint Schools two recommendations in January 2023 for their consideration – Phillip Thompson and Andrew Watchorn. ED Abdullah will again recommend them during her meetings.

**Election of Officers:** Due the status of Board terms and appointments, President Stanley recommended tabling this until the November 2023 Board meeting. Motion by Larkin. Supported by Kale. Motion carried.

**Approval of Minutes 09/07/2023:** Motion by Kao to approve the Board Meeting minutes from September 7, 2023. Supported by Jackson. Motion carried.

**Public Comments:** Michael Clack, President of the Flint Board of Education, was concerned that he did not see Flint Schools mentioned in previous meeting minutes that included talk of librarians visiting FCCA. Wanted to know if the library or Board had plans to visit Flint schools or have events for

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the schools at the library. Larkin told Clack there was a presentation by library staff in a previous Board meeting that listed a number of Flint schools engaged with the library. Invited Clack to speak with the library further to discuss and understand the current approach with Flint Schools and other possibilities.

### Budget and Finance Committee

**Financial Statements for the Period Ending August 31, 2023:** Larkin reported that the Finance Committee met last month to review the statements. Moffett-Page reviewed dashboard for period ending 8/31/23. 16.94% of FY completed. Revenue YTD \$2,144,971. 53.8% of budget used. Expenditures YTD \$869,202. 19.8% of budget used. Net revenue over expenditures \$1,275,768. Grant activity \$11,282. General Fund YTD \$1,264,487. Property taxes received YTD \$2,091,112.24 which is 60.93% of the expected budget amount. Cash unrestricted \$7,233,205. Net cash available for operations \$7,043,266. Covered YTD for 19 months. Capital Project Fund Private revenue YTD \$11,149 which is 28.6% of budget used. Expenditures and Encumbrances \$35,645. Capital Projects Fund Total YTD \$24,496. Debt Retirement Fund revenue YTD \$802,572. 59.8% of budget used. Expenditures \$32.00. Total YTD \$802,540. General Fund - total assets \$7,761,187.12; total liabilities \$212,847.88; total fund balance \$5,989,427.79; ending fund balance \$7,548,339.24.

For General Fund combined investments, total funds at Huntington \$1,384,845.70; at JP Morgan Chase \$2,195,188.44; at Dort Federal CU \$1,044,089.86; at PFM-MILAF GovMIC \$1,809,020.85; at Financial Plus CU \$1,051,166.01. Total cash investments \$7,638,549.32. Capital Projects Private Fund total assets \$2,039,743.57; total liabilities \$235,752.39; total fund balance \$1,668,068.14; ending fund balance \$1,803,991.18. For Capital Projects Fund Private investments, total at Huntington \$1,986,970.57. Debt service total assets \$1,162,492.44; total liabilities \$101,715.09; total fund balance \$237,383.01; ending fund balance \$1,060,777.35.

Jackson met with VP of Investments for Chase Bank in Grand Blanc about why getting such a low rate. He wanted to know if a business person had been selected downtown for our account. He will try to help if not. ED Abdullah tried to meet with someone at Chase but they canceled because they did not have the necessary form to speak with new ED Abdullah. Larkin reported that the library had at one time transitioned a good portion of investment funds away from Chase for low rates and just used them for checking when we received checks from the city/county. Then we moved the money from there to other high-earning locations. Jackson concerned about

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putting money in Chase with no one to talk to. Larkin recommended reviewing our investment strategy for all accounts before conversations with Chase. President Stanley suggested having the Finance Committee do a review and report back to the Board.

Motion by Larkin to approve financial statements. Kao supported. Motion carried.

### **Other Reports and Actions**

**Fundraising & PR Committee Report:** Kale reported donations received through 9/28/23 were just over \$24,000; campaign with pledges just over \$25,000. At \$39,400 this time last year. Difference is two major memorial gifts we received last year. Invitations have been sent for the Meet-n-Greet with ED Abdullah event. Event is November 3, 11:30-1:30. Leave a Legacy Gift pamphlets are being created. Corporate Support brochure will be presented to the Board at the next meeting. Next issue of Bestsellers will be mailed next month. Learn for Life event will be June 10, 2024. Ashoka Rao now working part time from home and has a new work number but same email. President Stanley asked how many will attend the upcoming Meet-n-Greet. Rao said they are planning for 20-25 supporters and donors. Larkin asked if Board attendance is required. Rao said only if it is a fundraiser. Kale has started a key community contacts list for ED Abdullah and asked the Board to further contribute to the list. President Stanley asked which Board members were currently on the Fundraising and Public Relations Committee. Kale said she is. Kao said she was at one time.

### **Old Business**

#### **Executive Director Onboarding and Orientation – SWOT Survey Feedback:**

Dr. Jeffries from TLG gave overview of activities around onboarding with ED Abdullah. ED Abdullah did a 360 leadership assessment and identified areas to strengthen through development and coaching. Also launched the SWOT survey to stakeholders and reviewed the summary of the data. Next step after reviewing summary and alignment with Board is to discuss the summary with staff. Dr. Jeffries will also do 1-on-1 coaching with ED Abdullah and develop action plans that the Board can weigh in on.

Dr. Jeffries reviewed the SWOT survey. 26 people responded including four former staff members, five Board members, one former Board member and two Friends of the Library. Themes were determined by having at least six similar responses to a question. Strengths included staff, new building, community gathering space, children's programming, and use of technology. Weaknesses included administration/HR, community presence outside the

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library, program with FCCA, customer service, collections, programming, funding, and marketing. Opportunities included partnerships, outreach, community literacy, new building. Threats included funding (property taxes, grants, budget cuts), perception of library's value, population shifts, impending censorship, FCCA relationship, community transportation.

Larkin said comments regarding the Cultural Center Academy partnership stood out for being much more than just the funding of those services. Brown said community engagement comments stood out and needing to find the balance between being out in community and being in the library to welcome the community; strong partnerships can help balance this engagement so all work is not on one agency. Brown was surprised by the negativity around FCCA. Maybe the library can restructure relationship with FCCA and expand to other schools. Kao and Young-Muhammad also concerned about relationship with FCCA. Young-Muhammad hearing community is concerned about amount of library resources that FCCA receive. Young-Muhammad also concerned about negative relationship between workers and administration spilling over into customer service. Jackson felt there should be branch libraries again. President Stanley felt participation in MelCat should be considered, and was also surprised by staff morale comments and feeling devalued. She also wants to hear from patrons and their thoughts about the library. Young-Muhammad concerned by low consideration of community literacy as an opportunity because there are a number of literacy programs in the community that could be partners. Jackson concerned that some past programs did not succeed because of issues with transportation to the library. Brown wants to hear from the community and teens in Flint Schools about what they want from the library. Dr. Jeffries suggested a needs assessment from the community could be something to pursue next. Kale restressed the opportunity to work on the relationships with Flint Schools.

ED Abdullah not surprised by SWOT results including negative feelings about FCCA. She is working on how to still serve FCCA and Flint Schools in a way that is not a huge burden on library staff and resources. Planning to facilitate community conversations twice a month starting in 2024. Also planning to start a Teen Advisory Board to get their feedback on needs. Wants to start customer service and bias training with staff. Also wants to address staff feelings regarding safety. Larkin asked if ED Abdullah is on the FCCA Board because ED Schwartz served on it. ED Abdullah said she is planning to be on their Board. Brown offered services of Genesee Health System for mental health/first aid training.

Dr. Jeffries presented some areas to establish measurable goals around including admin/HR, relationship with schools, community presence,

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funding. Kao was concerned about setting these goals without getting patron feedback first. Dr. Jeffries said getting patron feedback could be part of the 12-month goals. Dr. Jeffries will next work with ED Abdullah to draft alignment goals and merge with leadership goals. Also provide staff opportunity for SWOT feedback and present to Board at next meeting.

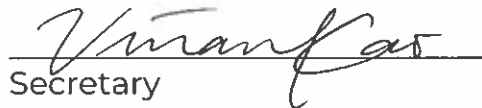
**New Business:** No new business.

**Chair's Remarks:** President Stanley thanked the Board for adjusting their schedules for the earlier start time and for reviewing the SWOT report before the meeting. Believes everyone on the Board is contributing greatly to the future of the library.

**Executive Director's Report:** ED Abdullah said the Executive Assistant position will be posted this week through Oct 31. Employee Handbook will be emailed to the Board for review. Board will approve at the November or December meeting. Director of Library Operations Leslie Acevedo is retiring after 30 years of service. ED Abdullah will be reviewing the Director of Library Operations job description to determine how to move forward. Programs for Dec 2023 and Jan-Feb 2024 are done. Working on Mar-Apr 2024 next. Walk with Amal event was a success and exceeded expectations. Honored to work with community members and Flint Institute of Arts on the event. Artwork by Bill Orling on display in the lower level showing images from the St. John Street neighborhood and there was a wonderful conversation about them to wrap up September programming.

**Upcoming Events:** Acevedo reported that the Flint African American Quilting Guild quilts were now displayed in the Mott Community Room and the St. Luke's NEW Life Center quilts were in the Friends Room. This Saturday is a children's gardening program where kids will get a bulb to plant. Friends of the Library Book Sale next week.

**Adjournment:** President Stanley asked for final comments. Larkin congratulated Acevedo on 30 years of service. Kale made a motion to adjourn. Larkin supported. The meeting was adjourned at 6:51pm.

  
Secretary

