

BOARD OF TRUSTEES

Meeting Minutes



Date: Thursday, February 1, 2024
Time: 5:30 PM
Location: Harris Room

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

Present: Reta Stanley (Chair), Heather Kale (Vice Chair), Brian Larkin (Treasurer), Vivian Kao (Secretary), Kathy Jackson, Melissa Brown, Audrey Young-Muhammad

Absent: None

Staff: Taliah Abdullah, Martita Moffett-Page, Rick Dunning, Regina Renee Nyégbeh, Katie Badgley, Jensen Sikora

Public: 0

CALL TO ORDER

Chair Stanley called the meeting to order at 5:35 PM.

APPROVAL OF AGENDA *

Vice Chair Kale asked that a follow-up discussion about the outreach list be added under the Other Reports and Actions portion of the meeting. With this provision, Vice Chair Kale motioned to approve the agenda. Seconded by Secretary Kao. Motion carried.

APPROVAL OF MINUTES:

For future documentation, Chair Stanley would like a review of the nomenclature of the board's committees. Motion by Secretary Kao to approve the Regular Board Meeting Minutes from January 4, 2024. Seconded by Trustee Brown. Motion carried.

PUBLIC COMMENTS **

None.

BUDGET, FINANCE AND POLICY COMMITTEE (Moffett-Page + Larkin)

Treasurer Larkin stated that the Budget, Finance and Policy Committee met in January 2024, then asked that Martita Moffett-Page report on the library's financial statements for the period ending on December 31, 2023. Per this report, 50.27% of the fiscal year is complete, with the following detailed balances:

REPORT ITEM	AMOUNT
YTD Revenue	\$3,204,973
YTD Expenditures	\$2,292,020
Net Revenue	\$912,954
Grant Activity	\$5,699
YTD General Fund Balance	\$907,255
YTD Property Tax Rec'd	\$2,695,311
YTD Investment Income	\$119,488
Annual Campaign Rec'd	\$44,417
Capital Campaign Rec'd	\$6,000
Net Cash Available for Ops	\$7,254,930

QUESTIONS REGARDING GENERAL BUDGET & FINANCES

Regarding petty cash, Chair Stanley asked for clarification on MMLC and our petty cash ceiling. Per Treasurer Larkin, MMLC is the acronym for Mideastern Michigan Library Cooperative, and. Moffett-Page reported that the limit on petty cash is \$500.

Vice Chair Kale inquired about receiving the check register as part of the financial report. Treasurer Larkin stated that this is necessary for the auditing process, as the board must review the register to ensure the appropriate checks-and-balances required of an audit. In the past, library staff emailed this information to the Board Treasurer weekly. Given how taxing the back-and-forth messaging was for both parties, it was determined that presenting the register to the board was sufficient for maintaining said checks-and-balances.

Vice Chair Kale also inquired regarding whether or not certain check amounts require two signatures. Moffett-Page clarified that checks for the library don't require two signatories.

Chair Stanley inquired about whether or not the custodial contract is a monthly expenditure, which Moffett-Page confirmed is the case.

The Flint Cultural Center Academy (FCCA) ledger was then presented to show related activity in our accounts. Treasurer Larkin stated that the content of these ledgers are raw data, presented to begin analysis of the library's partnership with FCCA. A good portion of our staff is required to tend to FCCA's needs, which has cost the library over \$100,000 over the last three years. Moffett-Page stated that the former Executive Director calculated this cost based on the number of hours that

the staff provided to the school, which speaks to the fluctuations in the amount. FCCA has not been billed since June 2023.

The FCCA contract will be mailed to the board for review, using the BCC email feature to maintain anonymity for the Open Meetings Act. Trustee Brown has asked to review what we can comfortably provide to FCCA, ensuring that we provide a partnership that takes the library's capacity into account. Executive Director Abdullah stated that this negotiation is in progress, and conversations will be happening this and next month.

Treasurer Larkin reported that, in addition to financial statements around the investment strategy, the finance committee discussed the closing of the capital projects fund. The plan is to report details to the Board of Trustees at the May 2024 meeting.

Treasurer Larkin motioned to approve the financial report for the period ending on December 31, 2023. Secretary Kao seconded. Motion carried.

OTHER REPORTS AND ACTIONS

FUNDRAISING COMMITTEE (Kale)

Vice Chair Kale presented details about the development report in Ashoka Rao's absence. The two memorial gifts from 2023 have significantly skewed our year-to-year comparison, thus indicating there is an approximately 40% (or \$36,000) fundraising decline. The annual campaign has yielded \$60,941 so far. To address this decline, the development team is pursuing a \$40,000 grant and focusing efforts on the Learn for Life event.

The Learn for Life fundraising event is happening June 10, 2024. The Fundraising Committee is meeting biweekly with Jane and Kitty, community volunteers who are assisting with this initiative. The sponsorship list for this event was just reviewed, which should be distributed within the week (per Executive Director Abdullah). Moving forward, more attention will be focused on assessing the future fundraising plan.

Trustee Brown has joined the Fundraising Committee, which is now meeting twice monthly (once online and once in-person). A report on differences between fundraising, excluding memorial donations, will be presented to the board at a later date.

To follow up on the Learn for Life sponsorship document, Chair Stanley inquired about the sponsorship levels including complimentary invitations. Vice Chair Kale clarified that the event isn't ticketed, but there has been an expectation that a table requires a \$100 donation. Chair Stanley expressed concern that the complimentary invitation suggests attendees are not expected to charitably give to the library during the event.

Further conversation (and the possibility of admission cost) will be taken back to the next Learn for Life development meeting.

PUBLIC RELATIONS COMMITTEE (Kale)

Vice Chair Kale reported that the outreach list is going to be shared with Executive Director Abdullah. This was initially shared via Google sheet, and is still open for contributions.

GENERAL COMMITTEE QUESTIONS

Vice Chair Kale asked if the Fundraising and Public Relations Committees are officially linked in the by-laws. Executive Assistant Sikora and Secretary Kao clarified that there are limited committee listings on the by-laws, which are currently being reviewed. Vice Chair Kale would like to have separate meetings with Ashoka Rao and Shana Rowser, since they independently manage library development and marketing, respectively.

Chair Stanley remarked that a committee roster exists and should be reviewed. Further discussion about adding all committees to the by-laws.

OLD BUSINESS

The difference between “old” and “new” business was clarified, and the last meeting’s topics were briefly reviewed.

LIBRARY BANKING

Trustee Jackson will be following up with a personal banker on behalf of the Board of Trustees, seeking opportunities for further financial growth.

2023 LIBRARY VANDALISM

The windows that were vandalized are still temporary. We are awaiting the delivery and installation of permanent glass.

NEW BUSINESS

OPPORTUNITY TO FILL EDUCATIONAL GAPS

Trustee Jackson stated California passed a law, requiring children to learn cursive in elementary school, and libraries may receive funding to help fill educational gaps. There are two new laws in Michigan with similar requirements, specifically focused on teaching students about financial management. Trustee Jacksons suggested that the library should connect with the governor about being involved in these kinds of initiatives.

Executive Director Abdullah stated that libraries work to be responsive to communities. Because literacy is not relegated to print literacy, libraries could also provide programming for financial literacy, emotional literacy, and so much more. Vice Chair Kale said the Recast

grant was just announced, and one of their focal points is youth programming. There's an opportunity to fundraise \$5,000-\$25,000 to flesh out such a program.

OTHER FUNDRAISING OPPORTUNITIES

Chair Stanley stated that there are a number of local grant opportunities. Executive Director Abdullah stated that the library doesn't currently have a grant writer on staff, but would like to develop a grant database for future fundraising. Treasurer Larkin requested that the Finance Committee and Martita Moffett-Page be included in the conversation.

Trustee Brown brought up the Safe Routes to Schools opportunity. This would potentially address transportation in the school district and aid in getting patrons to the library.

PROJECT MANAGEMENT SOFTWARE

Vice Chair Kale asked about project management software. Executive Director Abdullah stated that the library will be pursuing demos on such programs / interfaces. Vice Chair Kale prefers Asana, but it's expensive.

SOCIAL MEDIA EVENTS

Trustee Brown recommended adding all events to the library's Facebook page, under the Events section, which would allow us to gauge interest and better promote our programming.

CHAIR'S REMARKS (Stanley)

Chair Stanley began her remarks by thanking the trustees for their energy, Vice Chair Kale for putting the outreach list together, and Trustee Brown for joining the Fundraising Committee. Chair Stanley will captain the Board of Trustees table at the Learn for Life event, so trustees have another engagement opportunity.

Chair Stanley explained that the library planned to discontinue the Learn for Life event, due to a lack of generative fundraising. It was ultimately determined that the event has potential for greater gains, and Executive Director Abdullah should have the opportunity to assess the program for herself.

Chair Stanley and Executive Director Abdullah have discussed committee work. Various policies are outdated, and it's important to schedule these committee meetings to address them.

Chair Stanley thanked Vice Chair Kale for developing the Google Doc, which the Board of Trustees are using to provide feedback to Executive Director Abdullah. The deadline to contribute to this document is February 9, 2024. Chair Stanley stated that Boards of Trustees are intended to support the library and help guide it toward excellence. This makes professional development especially important.

Michigan Library Association could provide useful details regarding professional development. It's free to sign up for their newsletter, the link for which is listed under "news" on their website.

EXECUTIVE DIRECTOR'S REPORT (Abdullah)

BOARD PACKET

Historically, this document has been both emailed and mailed. The following Trustees need printed copies: Kathy Jackson, Vivian Kao, Melissa Brown, and Audrey Young-Muhammad. Emailed copies will continue to be sent to everyone on the board, but will now include "Library Business" in the subject line for clarity.

COMMUNITEA CONVERSATIONS

The first event was in January 2024, which was well-attended (32 people) and catered by the Local Grocer. Executive Director Abdullah expressed having received useful feedback from attendees about how the library is used, which gives the library insights into making improvements on programming and systems. Moving forward, Executive Director Abdullah would like to include a family-specific conversation, so this demographic's feedback can also be taken into account.

Vice Chair Kale remarked that the Dr. Martin Luther King, Jr. Day Celebration was amazing, and the others agreed. Executive Director Abdullah reported that the public has been excited about being involved in the future.

INTERNAL LIBRARY SYSTEMS

Executive Director Abdullah reported that there is significant internal dysfunction requiring attention, which has become more apparent as staff have fallen ill throughout January 2024. The director team is currently trying to determine priorities to address related issues, which includes developing systems to hold staff accountable.

Executive Director Abdullah reported focusing on her own professional development around fundraising, and thanked the Board of Trustees for their support and feedback.

UPCOMING EVENTS

In addition to the ongoing **COMMUNITEA CONVERSATIONS**, the library will be partnering with Comma Bookstore & Social Hub on the **AFTER HOURS WITH AUTHOR ZARIA WARE** event this Friday, February 9. This will be happening during Artwalk programming.

The **NATIONAL AFRICAN-AMERICAN READ-IN** has grown from 35 children to 150 children. National Council of Teachers in English highlights african-american authors. During the read-in, they will listen to Shani Womack for a joint storytime activity, but then will break off

into groups. Staff will be reading to students, and 6th graders will be reading 3rd graders. Christopher Paul Curtis will be highlighted, since he's a local author and recently received the Coretta Scott King Lifetime Achievement Award.

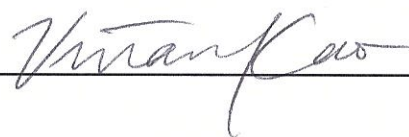
Starting next Saturday, the **VOLUNTEER INCOME TAX ASSISTANCE (VITA)** group will be assisting the public with their income taxes. The University of Michigan-Flint's business program will be providing this service.

The **BASIC NEEDS FAIR** will be held on Saturday, March 23 from 10:00am to 1:00pm in the library's Mott Community Room. This event is in partnership with Delta Sigma Theta and provides bags (filled with basic personal care items) to attendees. The library will have a table there.

RIGHT TO READ is happening today. The Right to Read website is allowing visitors to screen the film for free, but the offer ends at 11:00pm tonight. Regina Renee Nyégbeh will be scheduling a screening at the library later in 2024.

ADJOURNMENT

Chair Stanley called to adjourn the meeting at 7:29pm. Motion by Vice Chair Kale. Secretary Kao seconded. Motion carried.



Secretary