



BOARD OF TRUSTEES

Meeting Minutes

LOCATION, DATE AND TIME:

Flint Public Library, 1026 E. Kearsley St., Flint, MI 48503 – Harris Room
Thursday, July 6 2023, 5:30 PM

Present: Heather Kale, Audrey Young-Muhammad, Brian Larkin, Kathy Jackson

Absent: Vivian Kao, Reta Stanley, Dean Yeotis

Staff: Kay Schwartz, Martita Moffett-Page, Ashoka Rao, Rick Dunning, Leslie Acevedo, Kristen Trevarrow

Call to Order: Vice-President Kale called the meeting to order at 5:40 pm.

Approval of Agenda: Larkin made a motion to approve the agenda. Jackson supported. Motion carried.

Call to Public: No public comments were received.

Approval of 06/22/23 Joint Finance Meeting Minutes: Larkin made a motion to approve the minutes. Young-Muhammad supported. Motion carried.

Updates from Board Committees

Budget, Finance, and Policy Committee: Adoption of FY 2023 Amendments

Resolution 23-400 Adoption of the General Fund Budget Amendment FY 2024:

BOARD OF TRUSTEES OF
FLINT PUBLIC LIBRARY
RESOLUTION 23-400

FLINT PUBLIC LIBRARY 2024 GENERAL FUND APPROPRIATIONS ACT AS AMENDED

Minutes of the Board of Trustees of the Flint Public Library, County of Genesee, State of Michigan, held at the library on July 6, 2023, at 5:30 PM, prevailing Eastern Standard Time.

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PRESENT: Heather Kale, Brian Larkin, Kathy Jackson, Audrey Young-Muhammad

ABSENT: Vivian Kao, Reta Stanley, Dean Yeotis

The following preamble and resolution were offered by Trustee Larkin and supported by Trustee Jackson:

WHEREAS, the Flint Public Library (the "Library") was established by Agreement dated October 1, 1998, entered into among the City of Flint and the School District of the City of Flint (collectively the "Parties") under the provisions of Act 24, Michigan Public Acts of 1989, as amended ("Act 24"); and

WHEREAS, the Flint Public Library Board of Trustees has an obligation to approve a balanced budget by July 1st of each year, and

WHEREAS, the Flint Public Library Board of Trustees adopted a balanced budget for the fiscal year ending June 30, 2024 (FY 24) on June 1, 2023; and

WHEREAS, the FY 24 budget needs amending due to known changes in operating revenue, and projected expenditures, and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees of the Flint District Library hereby adopts the amended general operating appropriations for fiscal year 2024;
2. The Board of Trustees of the Flint District Library estimated total revenues and total expenditures of the general operating fund as amended are as follows:

Board Meeting Minutes 07/06/23

Estimated Revenues - operations	\$3,989,676
Estimated Revenues - grants & special programs	\$14,135
Fund Balance - assigned, committed or reserved	\$998,747
Fund Balance - unreserved, uncommitted and unassigned	\$3,078,276
Total Fund Balance July 1 Available to Appropriate	\$4,077,023
Total Estimated Available to Appropriate	\$8,080,834
Estimated Expenditures	
Governing Board	\$50,300
Administration	\$519,576
Automated Systems	\$259,209
Facilities	\$828,454
Library & Program Services	\$2,625,965
Development	\$99,094
Grants & Special Programs	\$14,135
Total Appropriated	\$4,396,733

The Library will use \$14,135 from special programs and grants assigned fund balance, affirms the assignment of \$500,000 for technology and building repairs, affirms the restriction on \$6,801 in gifts from the Flint Genealogy Society, affirms the restriction on the Curtis (received 1983) and Scott (received 1959) gifts of \$191,438, and use \$392,922 of unrestricted, uncommitted and unassigned fund balance for the operating budget for fiscal year ending June 30, 2024.

3. The Board of Trustees of the Flint District Library has caused to be levied and collected a general property tax on all real and personal property within the City of Flint a millage of 4.0 mills for the operation of the Flint Public Library on the summer 2023 tax roll.
4. The Board of Trustees of the Flint District Library hereby designates the Executive Director and the Director of Finance the right to assign fund balance as of June 30, 2024 for the amounts of prepaid expenses and accounts payable as necessary for the final reporting on the Financial Statements of the Flint Public Library as of June 30, 2024.

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AYES: Members: Heather Kale, Brian Larkin, Kathy Jackson, Audrey Young-Muhammad

NAYS: Members: _____

ABSTAIN: Members: _____

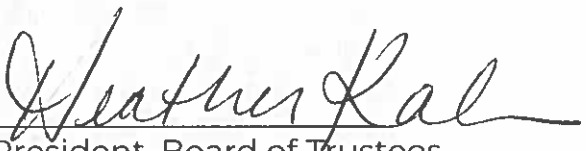
RESOLUTION DECLARED ADOPTED.



Vice President, Board of Trustees

I hereby certify the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Flint Public Library, County of Genesee, State of Michigan, at a meeting held on July 6, 2023, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

Date 9/7/23



Vice President, Board of Trustees

Resolution 23-401 Adoption of the Capital Projects Fund Private Amendment FY 2024:

BOARD OF TRUSTEES OF
FLINT PUBLIC LIBRARY
RESOLUTION 23-401

FLINT PUBLIC LIBRARY 2024 CAPITAL PROJECTS FUND-
PRIVATE APPROPRIATIONS AS AMENDED
BUDGET AMENDMENT #1

Minutes of a meeting of the Board of Trustees of the Flint Public Library, County of Genesee, State of Michigan, held at the library on July 6, 2023, at 5:30 PM, prevailing Eastern Standard Time.

PRESENT: Heather Kale, Brian Larkin, Kathy Jackson, Audrey Young-Muhammad

Board Meeting Minutes 07/06/23

ABSENT: Vivian Kao, Reta Stanley, Dean Yeotis

The following preamble and resolution were offered by Trustee Larkin and supported by Trustee Young-Muhammad:

WHEREAS, the Flint Public Library (the "Library") was established by Agreement dated October 1, 1998, entered into among the City of Flint and the School District of the City of Flint (collectively the "Parties") under the provisions of Act 24, Michigan Public Acts of 1989, as amended ("Act 24"); and

WHEREAS, the FY 24 budget needs amending due to known changes in revenue and appropriations, and

WHEREAS, the Flint Public Library Board of Trustees amends the budget for fiscal year 2024 (July 1, 2023 through June 30, 2024) for the Capital Projects – Private; and the Executive Director is responsible for expenditures authorized in the budget and may expend Library funds up to, but not to exceed, the total appropriation authorized for the fund,

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees of the Flint District Library hereby adopts the capital projects private appropriations as amended for fiscal year 2024;
2. The Board of Trustees of the Flint District Library estimated total revenues and total expenditures of the capital projects private fund are as follows:

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Projected Revenues	
Investment Income	\$39,000
Transfers in	0
Gifts, Donations	0
Total projected revenues	\$39,000
Fund Balance - assigned, committed or reserved	\$1,593,875
Fund Balance - unreserved, uncommitted and unassigned	0
Total Fund Balance July 1 Available to Appropriate	\$1,593,875
Total Estimated Available to Appropriate	\$1,632,875
Projected Appropriations	
Professional services	\$6,000
Other contractual services	\$3,000
Lease expense	\$0
Fees	\$1,000
Construction in progress	\$163,000
Total Appropriated	\$173,000

All funds appropriated are either restricted by the terms of grants received or assigned by the Board of Trustees for use in the renovation of the facility at 1026 E. Kearsley Street, Flint, MI 48503 and to pay all other costs required to complete the renovation project. The library will use \$134,000 of the fund balance for the year ending June 30, 2024.

The Board of Trustees of the Flint District Library hereby designates the Executive Director and the Director of Finance the right to assign fund balance as of June 30, 2024 for the amounts of prepaid expenses and accounts payable as necessary for the final reporting on the Financial Statements of the Flint Public Library as of June 30, 2024.

AYES: Members: Heather Kale, Brian Larkin, Kathy Jackson, Audrey Young-Muhammad

NAYS: Members: _____

ABSTAIN: Members: _____

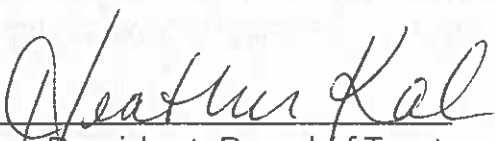
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RESOLUTION DECLARED ADOPTED.


Vice President, Board of Trustees

I hereby certify the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Flint Public Library, County of Genesee, State of Michigan, at a meeting held on July 6, 2023 and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

Date 9/7/23


Vice President, Board of Trustees

Correction of typographical errors to Resolution 23-395: Treasurer Larkin made a motion to correct the typographical errors displayed in Resolution 23-395. Trustee Jackson seconded. Motion carried.

Fundraising & PR Committee: Kale shared that the annual campaign is officially closing which spanned from July 1, 2022-June 30, 2023 and the year-to-date amount raised was \$164,973.63. Last year at this time, the Library raised \$175,768.50. The Learn for Life event was a success bringing in \$52,000. The Library is still expecting a \$5,000 donation which will be coming, so are committed but not yet received. A transitional development plan to cover Fiscal Year 2024 is being prepared.

New Business- Authorize contract with The Leadership Group for CEO Onboarding Proposal: The Board was presented with the opportunity to enter into a contract with The Leadership Group to onboard the new Executive Director, Taliah Abdullah. Discussion ensued. A motion was made by Larkin to table the contract until the next meeting. Jackson supported. Motion carried. The contract will be discussed at the next board meeting.

President's Remarks: Vice-President Kale had nothing to report.

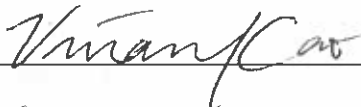
Director's Remarks: Director Schwartz presented two policies for the Board to review and present at a later meeting: the Facilities and Operations Policy

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and the Personnel Policy. She also presented a spreadsheet showing a history of revenues and expenditures that incorporates the final amended budget for FY 23 and the amended budget for FY 24. Also, the next issue of the BestSellers newsletter will be mailed on July 24th, with the announcement of the new Executive Director, Taliah Abdullah, on the cover. The library will also be rolling out a planned giving program to encourage our donors, many of whom are aging, to make legacy donations to the Library.

Upcoming Activities: Acevedo discussed upcoming activities. The library is in the middle of the summer reading challenge. Programs on the lawn have been very successful. The library is partnering with the Crim to bring new yoga programming. Librarians and Summer Youth Initiative students have been going out in the community to encourage children to come and visit the Library

Adjournment: Young-Muhammad made a motion to adjourn. Larkin supported. The meeting was adjourned by unanimous consent at 7:43 pm.



Secretary

Title