

# BOARD OF TRUSTEES

## Meeting Minutes



**Date:** Thursday, January 8, 2026  
**Time:** 5:30 PM  
**Location:** Harris Room

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

**Present:** Heather Kale (President), Asa Zuccaro, (Vice President), Melissa Brown (Treasurer), Audrey Young-Muhammed (Secretary), Trustee Reta Stanley

**Absent with Notification:** Trustee Sheila Fulmore

**Absent without Notification:**

**Staff:** Ann Manko, Martita Moffett-Page, Regina Renee Nyégbeh, Michél Valkoun, Rick Dunning, Tina Hayes, Kate Stockrahm, Sarah Brooks, Symantha Foreman

**# Public:** 2

### CALL TO ORDER

President Kale called the meeting to order at 5:34 PM.

### ATTENDANCE

- President Kale: **Present**
- Vice President Zuccaro: **Present**
- Treasurer Brown: **Present**
- Secretary Young-Muhammad: **Present**
- Trustee Stanley: **Present**
- Trustee Fulmore: **Absent**

### APPROVAL OF AGENDA

Trustee Stanley moved to approve the agenda for Thursday, January 8, 2026. Vice President Zuccaro supported. President Kale asked to add "Nominating" under Committee Reports and the January 6, 2026 Special Meeting Minutes as subitem "b" under approval of minutes. The changes were approved by unanimous voice vote.

### APPROVAL OF MINUTES

- a. Trustee Stanley moved to approve the minutes for Thursday, December 4, 2025. Trustee Brown supported. The motion was approved unanimously by voice vote.
- b. Vice President Zuccaro moved to approve the meeting minutes from Tuesday, January 6, 2026. President Kale requested a correction, noting the motion to adjourn was supported by Secretary Young-Muhammad rather than Treasurer Brown. The Board agreed to the change and the motion passed unanimously by voice vote.

**PUBLIC COMMENTS**

- Ms. Elizabeth Taylor asked if public comments might be moved to a different time in the meeting to give the public more time to read prior meeting minutes or respond to actions taken in the meeting. Taylor reiterated her concern over the Executive Director (ED) hiring process, citing that she isn't clear on the consultant's role was versus the Board's role. She also asked whether the Library's program guide could be printed more frequently rather than at three-month intervals, so items are more current.

President Kale said that the projected ED process timeline\* would be added to today's notes, as suggested by Treasurer Brown, to help clarify the process.

\*Projected Executive Director Process Timeline, per contract with Library IQ:

| PHASE | DATES             | DELIVERABLE   |
|-------|-------------------|---|
| 1     | NOV. 1 – NOV. 15  | Pre-recruitment planning (stakeholder interviews; develop candidate profile, job description, recruitment strategy) |
| 2     | NOV. 15 – DEC. 15 | Recruitment of qualified candidates   |
| 3     | DEC. 15 – JAN. 15 | Application screening (Library IQ reviews and provides ranked candidate list)                                       |
| 4     | JAN. 15 – JAN. 31 | Semi-finalist screening   |
| 5     | FEB. 1 – FEB. 15  | Finalist interviews   |
| 6     | FEB. 16           | Contract negotiation and transition support   |

Trustee Stanley said that the Open Meetings Act only requires 18-hour notice for special meetings, and sometimes more notice can't be provided. Interim Director Manko added that special meeting notices are posted on the Library's website and on a the first-floor bulletin board near the entrance from the parking lot.

**EXECUTIVE DIRECTOR SEARCH UPDATE (Kale)**

a. Semifinalist Discussion

President Kale opened the floor for discussion of the candidates the Board interviewed during Special Meetings on Jan. 5 and Jan. 6, 2026. Discussion ensued.

Treasurer Brown made a motion to move forward with in-person interviews for Desmond London and Ryan Tackabury and not move forward with in-person interviews for Keith McFarlane and Elizabeth Kish. Trustee Young-Muhammad supported. The motion carried with the following roll call vote:

**ROLL CALL VOTE**

- President Kale: **Aye**
- Vice President Zuccaro: **Aye**
- Treasurer Brown: **Aye**
- Secretary Young-Muhammad: **Aye**
- Trustee Stanley: **Aye**

- Trustee Fulmore: **Absent**

Treasurer Brown motioned that the two candidates rejected during Library IQ's screening be contacted for interviews and that the three candidates that were auto-rejected from LinkedIn but have a MLIS or MLS degree be screened. Trustee Stanley supported. The motion carried by unanimous voice vote.

b. Public Engagement Process

President Kale opened the floor for discussion on how the Board would like to get feedback from the community on candidates. Trustee Stanley said she could search her records to find the questions and engagement strategies used in the last Executive Director search. She asked if there should be a public engagement subcommittee that could help form the strategy and bring it back to the full Board for approval. Secretary Young-Muhammad and Vice President Zuccaro volunteered to be on the committee.

c. Presentation Discussion

The Board discussed how the final interviews of Executive Director candidates worked in the last hiring process, noting that a 10 to 12-minute presentation of an "Annual Report" was requested of each finalist. President Kale asked the Board to think of presentation topics that might be relevant this time through for the Board to discuss at their next meeting.

**BUDGET & FINANCE COMMITTEE (Brown)**

Secretary Brown turned the meeting over to Director of Finance & Human Resources Martita Moffett-Page. Moffett-Page reported on the library's financial statements and investments for the period ending November 30, 2025. 41.92% of the fiscal year is complete, with the following detailed balances:

| REPORT ITEM                | AMOUNT         |
|----------------------------|----------------|
| YTD Revenue                | \$3,505,528    |
| YTD Expenditures           | (\$1,900,242)  |
| Net Revenue Over. Exp.     | \$1,605,286    |
| YTD Grant Activity         | (\$4,200)      |
| YTD General Fund Total YTD | \$1,601,086    |
| YTD Property Tax Rec'd     | \$3,084,406.22 |
| YTD Investment Income      | \$83,873.93    |
| Annual Campaign Rec'd      | \$75,642.77    |
| Net Cash Available for Ops | \$9,260,287    |

*(For complete details, see the full Monthly Financial Statements for the period ending 11/30/2025.)*

Moffett-Page noted that on page 18 of the Board packet, both listings of "11/01/2025" under the Funds at Dort Federal Credit Union should instead be "11/01/2026."

Treasurer Brown made a motion to approve the Monthly Financial Statements and Investment Report for the period ending November 30, 2025 with year corrections as noted by Ms. Moffett-Page on page 18. Vice President Zuccaro supported. Motion carried via unanimous voice vote.

### **INTERIM EXECUTIVE DIRECTOR'S REPORT (Manko)**

Interim Director Manko spoke about staff onboarding and training, evaluations, strategic fundraising and development, and documentation of policy and processes alongside other updates:

- The Library's new Executive Assistant began on January 5 and has already stepped into one of her key responsibilities by supporting the Board of Trustees through minute-taking at this week's meetings. Her onboarding is focused on supporting the Board of Trustees, working with the Friends of the Library, supporting the Executive Director, and developing a working understanding of the Library as whole. This will ensure she is well prepared to support the incoming Executive Director. The Library has been without an Executive Assistant since September.
- Director self-evaluations will be distributed in the coming week as part of resuming a regular leadership evaluation process and supporting reflection on roles, responsibilities, priorities, and accountability.
- Staff are currently working on completing the State Aid Report for Michigan Libraries, which is required to receive state funding. The report is due February 1, and the goal is to submit it at least one week in advance. It is submitted so close to the deadline because the annual audit and required reports must be approved and submitted before work on the State Aid Report can begin. State Aid to Public Libraries is funding provided by the State of Michigan to support public library services statewide. It is intended to supplement, not replace, local funding.
- The following procedures are currently being drafted and implemented:
  - Programs, program contracts, and program supplies approval processes
  - Time-off requests when staff are scheduled to lead programs
  - Coverage and decision-making when a program facilitator calls in sick
  - Under which circumstances a program may be canceled if coverage can't be found
- One of our new Executive Assistant's first tasks will be incorporating the required changes to the newly approved policies in Policy Manual Section 3: Facilities and Operations and Policy Manual Section 6: Personnel and adding the approval date to each individual policy.
- Director Manko will be reviewing the attorney's suggested revisions to the Employee Handbook with Ms. Moffett-Page on Tuesday. It is her hope that these will be the final changes before the handbook is presented to the Board for consideration and approval.
- The Library's Food Pantry served 63 adults and 2 children on Dec. 6; 52 adults and 6 children on Dec. 13 ; and 55 adults and 3 children on Dec. 20.

- Michigan's State Librarian passed away unexpectedly this past weekend. This is a huge loss to the Michigan library community as Randy Riley was strong advocate for public libraries and worked tirelessly to make reading and information more accessible to everyone.
- Interim Director Manko listed a few upcoming dates of importance:
  - Strategic Planning Committee kick-off meeting: Jan. 10
  - MLK Day Celebration: Jan. 17 at noon
  - Finance Committee Meeting: Jan. 22 at 5:30 pm

**PRESIDENT'S REMARKS (Kale)**

- The Strategic Plan Committee Kick-Off meeting is on Saturday, Jan. 10 at 10 a.m.
- MLK Day is being hosted on a Saturday (Jan. 17) again this year, although the attendance last time the Library held it on a Saturday was lower compared to when the event was hosted on the holiday itself. Kale explained that moving the event to Saturday had been done to allow people to participate in a day of service on the holiday itself, and suggested returning the celebration to Monday may be something to consider for the future.
- The Library will have a binder of all approved meeting minutes from the fiscal year available for review at each Board meeting moving forward.

**COMMITTEE REPORTS**

**a. FUNDRAISING & PR COMMITTEE (Kale)**

The following items were shared, as reported by Communications & Community Engagement Coordinator Leah Feimster:

- December focused on reinforcing community trust through cultural engagement, strategic visibility and collaborative programming.
- Social media averaged approximately 2,200 views per week, and the December newsletter achieved a 27% open rate (a decrease from November's 30%) due to Constant Contact changing their open rate guidelines
- In review of 2025, the Library served 154,803 patrons with more than 137,000 physical items and 66,000 digital items checked out. Over 5,100 new patrons were welcomed.
- The Library has continued expansion of partnerships with Flint Housing Commission, Flint L.I.N.K.S. and the Flint and Genesee Chamber with a focus on long-term collaboration.
- The Library participated in the Flint Cultural Center's Holiday Walk, with the Friends of the Library, Tapology and local artists and musicians featured in our space.
- The Library's 175<sup>th</sup> Anniversary – Banner Year Kickoff will be in March

President Kale highlighted the following items as reported by Director of Development Michél Valkoun:

| REPORT ITEM             | AMOUNT   |
|-------------------------|----------|
| Total raised (December) | \$78,785 |

|                           |                                 |
|---------------------------|---------------------------------|
| YOY-Dec. 2024             | \$18,902 (FY25)                 |
| FY to date total          | \$766,861<br>(through 01/02/26) |
| Donor Retention Rate FYTD | 37%                             |
| Increase or Decrease      | -2%                             |
| Grant apps submitted      | 1-\$10,000                      |
| Grant apps pending        | 1-\$10,000                      |

### b. Nominating Committee

President Kale asked if any Trustees had a potential candidate for the Flint Board of Education to consider. Trustee Stanley noted that there is a letter to send to the Board and a resume or suggestions can be sent along that way.

### OLD BUSINESS

- Food Pantry: *(For details, see the Interim Executive Director's Report above.)*
- Reserve Study: The Finance Committee will review and discuss this at their next meeting so that they can make recommendations to the Board.

### NEW BUSINESS

- Trustee Stanley noted that Tanya Jefferson, the Library's representative with the Mideastern Michigan Library Cooperative, was just named President of that Board. President Kale suggested the Board send a congratulatory note to Ms. Jefferson.

### DIRECTORS' UPDATES (Nyégbeh)

Director of Library Services & Operations Regina Renee Nyégbeh briefly reviewed her role at the library and shared the following:

- The Gloria Coles Flint Public Library is transitioning from Baker & Taylor, a book distributor to public and academic libraries, to Ingram, as Baker & Taylor announced they would cease operations back in October. Ingram was the Library's secondary provider. Thanks in large part to Angie Wesch, the Library's Cataloger, the transition is going well. Staff has been set up with new accounts and they are able to order books for the collection.
- As for programming, there are three book clubs going along with the Community Read.
  - Black Life and Literature Book Club met Dec. 13 reading *Christmas with the Okafors* by Ashley Antoinette
  - Fiction Only Book Club met Dec. 17 with *The Komogawa Food Detectives* by Hishashi Kashiwai
  - Silent Book Club met Dec. 19
  - Community Read (not Library sponsored though we host and attend) is the first Saturday of each month through April 4. Currently discussing *Hood Feminism Notes from the Women that a Movement Forgot* by Mikki Kendal

- We also held “Empowering Seniors with Artificial Intelligence (AI )Bridging the Digital Gap” on Dec. 27, an event where 96 seniors were empowered to stay connected with technology and learn how AI can enhance their daily lives.
- Hispanic patron counts are trending upward, likely due to regularly scheduled El Ballet Folklórico programming and bilingual story time with the LatinX Technology and Community Center.
- The Library held an active assailant/active shooter training on Dec. 15 from 8 am – noon for the Library and Cultural Center Campus. In the future, it will be beneficial for site-specific training for Gloria Coles Flint Public Library staff.
- Current priorities include documentation of process for programming procedures – for staff and for vendors – and succession planning for cataloging work.

Treasurer Brown asked about Library safety protocols regarding shootings that happen outside of the Library but in the surrounding neighborhood. Director of Technology and Facilities Rick Dunning noted that the Cultural Center has a text message system, however there was no text that came out when a shooting happened nearby on Saturday, Jan. 3. Treasurer Brown said it was important for the Library to consider a plan and the potential for required reporting, citing the Clery Act. President Kale also noted that there is a policy for crisis management in the policy manual.

**ADJOURNMENT**

President Kale called for a motion to adjourn the meeting at 7:56 PM. Treasurer Brown made a motion to adjourn. Trustee Stanley supported. Motion carried.

  
Board Secretary

