

BOARD OF TRUSTEES

Meeting Minutes



Date: Thursday, February 5, 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), Audrey Young-Muhammad (Secretary), Trustee Reta Stanley

Absent with Notification: Melissa Brown (Treasurer), Trustee Sheila Fulmore

Absent without Notification:

Staff: Ann Manko, Martita Moffett-Page, Michél Valkoun, Kate Stockrahm, Sarah Brooks, Cristen Jackson

Public: 2

CALL TO ORDER

President Kale called the meeting to order at 5:33 PM.

ATTENDANCE

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

APPROVAL OF AGENDA

Trustee Stanley moved to approve the agenda for Thursday, February 5, 2026. Secretary Young-Muhammad supported. Trustee Stanley asked to remove "Trustee Swearing In," "Library of Michigan Presentation," and the "Reserve Study" subitem under the "Budget & Finance Committee" item. President Kale asked to also remove the rest of the committee reports under "Committee Reports" as well as Items 11 – 14, which included "President's Remarks," "Old Business," "New Business," and "Directors' Updates." The changes were approved by unanimous voice vote.

APPROVAL OF MINUTES

- a. Trustee Stanley moved to approve the minutes for Thursday, January 8, 2026. Vice President Zuccaro supported. The motion was approved unanimously by voice vote.
- b. Vice President Zuccaro moved to approve the meeting minutes from Tuesday, January 27, 2026. Trustee Stanley supported. The motion was approved unanimously by voice vote.

PUBLIC COMMENTS

- Ms. Elizabeth Taylor asked the Board to please make sure that community organizations are not using the former name of the Library in their communications. Ms. Taylor gave the example of “Flint Our Community Our Voice” using the old library logo in its paper edition.
- Mr. CJ Juntunen submitted the below comment ahead of the meeting, which President Kale read into the record:

Good evening, members of the board. My name is CJ Juntunen and I'm a patron of the Flint Public Library.

I'm here to ask the board to pursue joining MeLCat, the Michigan eLibrary Catalog. MeLCat is a statewide interlibrary loan network connecting hundreds of libraries across Michigan. It allows patrons at any participating library to search the collections of every other member library and have materials delivered to their home branch, free of charge, putting millions of items within reach.

This is especially pressing because our neighboring Genesee District Library already participates. Flint residents can check out materials from GDL branches for free, but they cannot access GDL's MeLCat services. Our neighbors have the entire state's library collections at their fingertips, and our patrons, sometimes living just blocks away, do not. That's a gap you can close!

The case is straightforward: MeLCat dramatically expands what we can offer without dramatically expanding our budget. It puts our patrons on equal footing with the communities around us. Hundreds of libraries across Michigan have made it work, many of them small and modestly funded. This isn't an experiment, it's a proven system, and we're behind in joining it.

I respectfully ask the board to take this up as a priority and begin the process of bringing MeLCat to Flint. Thank you.

President Kale asked for Interim Director Manko to bring the cost of MeLCat to the Board, and Vice President Zuccaro asked that she also bring any possible implications or pros/cons of the MeLCat service to Board for review. Interim Director Manko agreed to do so.

EXECUTIVE DIRECTOR SEARCH UPDATE (Kale)

- a. Discussion and Selection of Candidates from Interviews on 1/27/2026

President Kale opened the floor for discussion of the candidates the Board interviewed during its Special Meeting on Jan. 27, 2026. Discussion ensued.

Trustee Stanley made a motion to move forward with an in-person interview for Travis Givens and not move forward with in-person interviews for Rosalyn Winston and Robert Bell. 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: **Absent**
- Secretary Young-Muhammad: **Aye**
- Trustee Stanley: **Aye**
- Trustee Fulmore: **Absent**

b. Presentation Topic

President Kale opened the floor for discussion on three possible presentation topics provided by Library IQ. The Board decided on the following language: *Please prepare 15-20 minutes of public remarks that reflect on the library's origins, highlight its remarkable growth over time, and articulate a future-focused vision that positions the library as a strong, innovative, and trusted community partner.*

President Kale noted that a suggested Final Interview Schedule was provided by Library IQ and proposed over two days, Feb. 23 and Feb. 24. Discussion ensued. Trustee Stanley was concerned that the suggested deliberation time started around 6:45 pm on Feb. 24, given that she felt the consultants had put a lot of pressure on the Board to come to a decision the same day during the last search. Vice President Zuccaro also made suggestions on how the community might be invited to participate further in the hiring process.

c. Final Interview Questions

President Kale noted that the Board had been provided questions geared around expected competencies of the Executive Director. She asked for Board members' feedback to be sent to her by next Friday.

BUDGET & FINANCE COMMITTEE

President Kale 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 December 31, 2025.

50.41% of the fiscal year is complete, with the following detailed balances:

REPORT ITEM	AMOUNT
YTD Revenue	\$3,641,039
YTD Expenditures	(\$2,210,298)
Net Revenue Over. Exp.	\$1,430,741

YTD Grant Activity	(\$102,258)
YTD General Fund Total YTD	\$1,328,482
YTD Property Tax Rec'd	\$3,120,648.62
YTD Investment Income	\$102,642.23
Annual Campaign Rec'd	\$148,442.77
Net Cash Available for Ops	\$9,118,781

(For complete details, see the full Monthly Financial Statements for the period ending 12/31/2025.)

Trustee Stanley made a motion to approve the Monthly Financial Statements and Investment Report for the period ending December 31, 2025. Treasurer Young-Muhammad supported. Motion carried via unanimous voice vote.

RESOLUTION 26-433: General Fund FY26 Budget Amendment

President Kale then asked Ms. Moffett-Page to introduce the resolution. Moffett-Page described the purpose of the resolution, which is to allow a budget amendment authorizing \$15,000 of the General Fund balance to go toward the budget for the Library’s 175th Anniversary Celebration.

Trustee Stanley made a motion to approve Resolution 26-433. Treasurer Young-Muhammad supported. The motion was approved by the following roll call vote:

ROLL CALL VOTE

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

INTERIM EXECUTIVE DIRECTOR’S REPORT (Manko)

Interim Director Manko explained that her staff report, as usual, will follow the scope of work she was given.

Staff Onboarding and Training:

- Our new Executive Assistant has completed her first month and continues progressing through onboarding and training.

- Work continues on developing a standardized onboarding guide for librarians to support consistent training and smoother integration of new staff.

Supporting Staff Morale & Development

- The director self-evaluation process is ongoing, with two submissions received to date. The next phase includes follow-up meetings with the directors, the Director of Finance and Human Resources, and myself to review the evaluations.
- Staff from across departments will attend Genesee District Library's annual Black History Brunch this weekend in appreciation of their work on the MLK Community Celebration and their continued dedication to the Library.

Staffing and Recruitment

- A succession planning committee has been formed to address anticipated retirements of a lead librarian and a cataloging librarian. They are expected to retire at the end of April.

Strategic Fundraising and Development

- The State Aid Report for Michigan Libraries was submitted on January 30.
- As noted earlier, a \$15,000 budget amendment request was drafted with input from our marketing and programming coordinator for the Library's 175th Anniversary.

Documentation of Policies and Processes

- Library Policy Manual Appendix: There was a question as to whether or not we need the Appendix. Anne Seurnyk, one of the Library's attorneys, stated that "since the (library's) policies are thorough and stand on their own, we question whether reliance on the ALA documents is warranted." The attorney's full opinion and the Appendix were forwarded to the Policy Committee, made up of Trustee Stanley and Secretary Young-Mohammad, last Wednesday for their review.
- The final section of the Policy manual, Governance, is awaiting review by Ms. Seurnyk.
- Work continues on compiling, updating, and creating procedures with input from all departments.
 - To enhance community engagement and align our services with patron needs, the Library officially reintroduced suggestion forms, a feature that had been inactive since we reopened in May 2022. Feedback is now being collected via our website, QR Codes, and physical suggestion boxes located on every floor. We will evaluate the success of these formats to determine if a transition to permanent, commercial-quality fixtures and cardstock is warranted.
- The Policy Manual is ready for the Board to review. We will distribute a print and online version to the Board present and absent today.

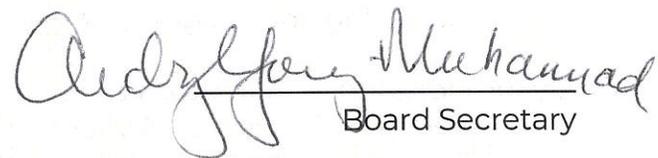
Strategic Planning

- The Strategic Planning Committee had its first meeting on January 10, with our facilitator Jan Davidson from Midwest Collaborative for Library Services (MCLS). At this meeting, the committee identified community leaders and stakeholders to be interviewed for the knowledge-gathering phase of the planning process. Each committee member was tasked with interviewing at least 2 people.
- We are also creating a survey, available online and in print, with our consultant. This survey is expected launch around Feb. 9 and run for a month. It asks the public for input on such things as hours, services, programming, collections, and technology, mostly operational details.

- MCLS is also conducting five (5) Community Conversations, or small group feedback sessions, as part of this process. They will take place will take place:
 - **Thursday, Feb. 19 | 11:30 am – 1 pm**
Gloria Coles Flint Public Library – Mott Room
 - **Thursday, Feb. 19 | 5:30 pm – 7 pm** *(ASL interpreter)*
Gloria Coles Flint Public Library – Mott Room
 - **Friday, Feb. 20 | 9:30 am – 11 am**
North Flint Food Market | 5402 N Clio Rd, Flint, MI 48504
 - **Friday, Feb. 20 | 2 pm – 3:30 pm**
Coolidge Park Apartments | 3701 Van Buren Ave, Flint, MI 48503
 - **Saturday, Feb. 21 | 10 am – 11:30 am** *(Spanish translation)*
Latinx Center | 2101 Lewis St, Flint, MI 48506

ADJOURNMENT

President Kale called for a motion to adjourn the meeting at 7:34 PM. Secretary Young-Muhammad made the motion, and Trustee Stanley supported. Motion carried.


Board Secretary