

BOARD OF TRUSTEES

Meeting Minutes



Date: Thursday, March 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), Melissa Brown (Treasurer), Audrey Young-Muhammad (Secretary), Trustee Reta Stanley

Absent with Notification: Trustee Sheila Fulmore

Absent without Notification:

Staff: Ann Manko, Martita Moffett-Page, Michél Valkoun, Kate Stockrahm, Tina Hayes, Cristen Jackson

Public: 5

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

Treasurer Brown moved to approve the agenda for Thursday, March 5, 2026. Secretary Young-Muhammad supported. President Kale asked to amend the agenda to discuss the Human Resources Committee in closed session. The motion to approve the agenda with the suggested amendment passed by unanimous voice vote.

APPROVAL OF MINUTES

- a. Trustee Stanley moved to approve the minutes for Tuesday, February 24, 2026. Secretary Young-Muhammad supported. The motion was approved by unanimous voice vote.

PUBLIC COMMENTS

- Ms. Elizabeth Taylor noted her concern over how interviews for staff positions are happening. She inquired about the possibility of members of the public joining Board

committees, including the HR committee. She also asked in what other ways the Board engages with the public outside of Board meetings.

Following Ms. Taylor's comments and the replies from the Board, Treasurer Brown read into the record a response to a prior public comment from Ms. Taylor, wherein she had asked about the amount of state aid the Library would lose if the Executive Director did not hold a MLIS degree. Brown stated that information gathered by Interim Executive Director Manko indicates that the Library receives approximately \$253, 592.52 in state aid over three years, which averages to around \$85,000/year. In order to receive that funding, among other criteria, the Library is required to have an Executive Director with a MLIS degree and a staff member with at least a level-three certification per every 20,000 residents served.

DORT FINANCIAL CREDIT UNION PRESENTATION

Cris Smith from Dort Financial Credit Union presented to the Board regarding the state of the Library's accounts with Dort Financial and software that may be of interest. The presentation concluded at 5:57 p.m. President Kale requested that Smith and her team leave their business cards for follow up with the Board's finance committee.

Trustee Stanley asked that the Library's Investment Policy be sent out to the Board. Interim Executive Director Manko agreed to do so.

EXECUTIVE DIRECTOR SEARCH UPDATE (Kale)

- a. Resolution #26-435: Selection of New Executive Director of Library Services and Authority to Negotiate Contract

President Kale opened the floor to Ms. Martita Moffett-Page, Director of Finance & Human Relations, who read the resolution aloud.

Treasurer Brown then made a motion to approve Resolution #26-435. Vice President Zuccaro supported, and discussion ensued. Trustee Stanley proposed an amendment to the resolution, adding "Library IQ and" before "Clark Hill, PLC" in subsection 2 under "NOW THEREFORE BE IT RESOLVED AS FOLLOWS".

The Board voted to approve the resolution with that amendment, via 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**

COMMITTEE REPORTS

a. BUDGET & FINANCE COMMITTEE

i. Monthly Financial Statement for the Period Ending 1/31/2026

Treasurer Brown turned the item 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 January 31, 2025.

58.9% of the fiscal year is complete, with the following detailed balances:

REPORT ITEM	AMOUNT
YTD Revenue	\$3,764,679
YTD Expenditures	(\$485,796)
Net Revenue Over. Exp.	\$1,278,882
YTD Grant Activity	(\$102,258)
YTD General Fund Total YTD	\$1,176,624
YTD Property Tax Rec’d	\$3,220,574.11
YTD Investment Income	\$108,520.72
Annual Campaign Rec’d	\$163,898.77
Net Cash Available for Ops	\$8,951,012

(For complete details, see the full Monthly Financial Statements for the period ending 1/31/2026.)

Treasurer Brown made a motion to approve the Monthly Financial Statements and Investment Report for the period ending January 31, 2026. Trustee Stanley supported. The motion carried via unanimous voice vote.

ii. RESOLUTION #26-434: General Fund FY26 Budget Amendment

Treasurer Brown opened the floor to Ms. Moffett-Page to introduce the resolution. Moffett-Page read the resolution into the record, noting that the amendment was to incorporate a gift to the Library from the Carnegie Corporation.

Treasurer Brown made a motion to approve Resolution #26-434. Trustee Stanley supported.

The motion was approved by 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**

iii. Reserve Study

Treasurer Brown reminded the Board that the study's purpose was to review and assess the sustainability of facilities and equipment in the library and to ensure that we have funding to fix major issues as time goes on. After reviewing several recommendations from the Michigan Reserve Association, it was determined that the Finance Committee would return to the Michigan Reserve Association to request an assessment at a lower annual percentage increase. Treasurer Brown also confirmed she would forward the current report and summary of recommendations to the Board for review ahead of their next meeting.

iv. State Aid

Treasurer Brown noted that she had already addressed this item during public comment.

b. HUMAN RESOURCES COMMITTEE

Trustee Stanley moved that the Board go into closed session to discuss a personnel issue. Secretary Young-Muhammad seconded, and the Board entered closed session at 6:59 p.m. following a favorable unanimous voice vote.

Secretary Young-Muhammad moved to come out of closed session at 7:30 p.m. Treasurer Brown seconded, and the motion carried by unanimous voice vote.

c. STRATEGIC PLANNING COMMITTEE

Vice President Zuccaro discussed the Library's ongoing Strategic Planning process, noting that there is a Library-wide Strategic Plan Committee composed of Library staff, Board, and Board committee members. He discussed what has already taken place as part of this process, including a kick-off meeting, individual interviews with community leaders, community conversations with groups of Library patrons, and a survey that launched on Feb. 19 and closes March 22.

He then handed the floor to Interim Executive Director Manko, who discussed the "benchmarking" piece of the planning process and how the survey had been created – noting that Library staff started by reviewing consultant-recommended questions and then refined those options to ensure the final survey reflected the specific needs and priorities of our Library

and community. She also cited the need to decide on a date for the Board's focus group session to review feedback the Library has received so far. The dates for that group session, offered by the Library's strategic planning consultant, Michigan Collaborative for Library Services, were March 16, 18, 23, or 24. The Board decided on Tuesday, March 24 as the best option, with March 16 as the back up date, and asked that the incoming Executive Director be invited to join the session.

d. FUNDRAISING AND PR COMMITTEE

President Kale shared that social media growth is continuing on an upward trajectory with 100 new followers in February and over 1.1k in short form video views. The Library is also working to develop more partnerships across the city, including with the Latinx Center and North Flint Food Market. We've received nearly \$110k in donations for the FY26 campaign thus far, and we're holding a donor retention rate of 42%, which is above average.

INTERIM EXECUTIVE DIRECTOR'S REPORT (Manko)

a. Employee manual

After several reviews and revisions, the Employee Manual was distributed both electronically and in print to the Trustees at last month's Board meeting. The Earned Sick Time Act was the latest addition to the manual.

After some discussion, Secretary Young-Muhammad moved to table the item until the next board meeting, and Treasurer Brown seconded. The motion passed through unanimous voice vote.

ADJOURNMENT

President Kale called for a motion to adjourn the meeting at 8:12 PM. Treasurer Brown moved and Secretary Young-Muhammad seconded. Motion carried by unanimous voice vote.


Board Secretary