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**LOCATION, DATE AND TIME:**

Flint Public Library, 1026 E. Kearsley St., Flint, MI 48503 – Harris Room  
**Thursday, February 2, 2023, 5:30 PM**

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**Present:** Heather Kale, Audrey Young-Muhammad, Brian Larkin, Vivian Kao

**Absent:** Reta Stanley, Kathy Jackson, Dean Yeotis

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

**Call to Order:** Vice-President Kale called the meeting to order at 5:35 pm.

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

**Call to Public:** No public comments received.

**Approval of 01/05/23 Regular Meeting Minutes:** Kao made a motion to approve the minutes. Larkin supported. Motion carried.

### **Updates from Board Committees**

**Budget, Finance, and Policy Committee:** Larkin announced that the Finance Committee was able to meet then turned the discussion over to Moffett-Page.

**Monthly Financial and Investment Report ending 12/31/2022:** Moffett-Page made a presentation to the Board, noting that 50% of the fiscal year is complete. Property taxes received to date is 79% of budget. To date we have used 51.5% of budgeted expenditures. Net cash available for operations is \$6,774,899, which is enough to cover 19 months of operations. Moffett-Page noted that the Financial Dashboard format had been revised.

Capital Projects Fund Revenue year to date is \$51,697, representing 12% of budget. To date we have used 80% of total expenditures. Capital Projects Fund Total YTD is negative \$317,163.

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Moffett-Page remarked that we have received the final billing from Clark Construction coming in under budget with a savings of \$400,000. FPL continues to contract for needs of the new building such as Zoom room equipment, lighting adjustments, seating and tables for large meetings and adjustments to the children's restroom.

Debt Retirement Fund year to date revenue is \$1,006,354 which is 78% of budget. To date we have used 11% of total expenditures. Debt Retirement Fund Total YTD is \$856,090.

The scheduled interest payment was made in November. The next payments of principal and interest are due in May and at this time we believe can be made without a temporary loan from the general fund. Larkin remarked that FPL is in a great financial position and gave compliments to Director Schwartz and Ms. Moffett-Page. Larkin made a motion to approve the report. Kao supported. Motion carried.

Director Schwartz updated the Board on two new investments; one with MILAF GovMIC and the other with Huntington National Bank. The investment with GovMIC was in the amount of \$1.8 Million at 5% interest rate with 6-9-month maturities. Also, there was an investment account established at Huntington from the General Fund of approximately \$1 million at 5% and a Capital Projects Fund of \$1.3 million at 5%.

**Fundraising & PR Committee:** Rao shared that as of last month the year to date amount raised was \$95,861.92. Last year at this time, the amount raised was \$95,341.08. The Learn for Life Annual Breakfast will be held on June 5<sup>th</sup>, 2023 at the FPL. Jane Worthing of Genesee Packaging and Kathleen Gaza I of Gazall, Lewis & Lewis Associates, Architects have agreed to co-chair the event. Rao will be meeting with them regularly to plan the event. Rao is asking that each member of the Board to invite 3-4 guests and the Board to commit to a total of 3 tables and Staff to sponsor 1 table.

**Succession Planning Committee Report:** Schwartz pointed out the updates and changes to the job description noting the removal of the words affirmative action in the title, the update to the purpose and general description, and the addition of a DEI statement. Kao moved to approve as written. Larkin supported. Motion carried.

The Job Announcement was first written by Bradbury Miller and then reviewed and edited by FPL, President Stanley, and Dr. Jeffries. After revision, these members of the committee feel it is ready for review by the Board. Motion to approve the Job announcement was moved by Larkin. Young-Muhammad seconded. Motion carried.

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Dates for the Special Board meetings were discussed. Wednesday, April 19<sup>th</sup>, or Thursday, April 20<sup>th</sup> were the dates agreed upon by the members present as acceptable dates for the special Board Meeting to approve Final Candidates.

**Nominating and Naming Committee:** Schwartz reached out on an Administration-to-Administration level to contact Clyde Edwards at the City of Flint and had a meeting with Flint School's Superintendent, Kevelin Jones, to discuss the renaming of the Library. Mr. Jones thought that after the attorney had reviewed the information that it would be able to be reviewed by the School Board in February.

At this time, FPL is focusing on the naming rather than the appointments for new Board members until further notice because of the planning that is required for the renaming ceremony. Director Schwartz suggests that the Naming Ceremony be on the first Anniversary of the reopening of the new building, which would be May 19<sup>th</sup>. This is a tentative date.

**New Business:** No new business.

**Chair's Remarks:** Kale expressed how thrilled she is with the new investments Director Schwartz procured and wanted to reiterate Rao's reminder of the commitment of Board members to raise funds for the library to invest.

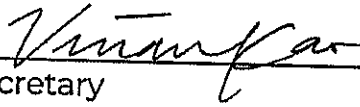
**Director's Remarks:** Director Schwartz pointed out the quarterly statistics. The year to date visitors were 71,425 since July 1, 2022. Room usage year to date is 1,719, with 83% of that public use. Room fees were \$2,915 at 12.31.22. Circulation is up 50% from the same period in 2019. The rooms will be more useful than ever with the upgrades to audio/visual. We are instituting a fee for use of audio/visual fee due to the staff time required for setup. The state aid report was turned in timely. We have secured two new namings for the building and are working on a third. These gifts will go into the Capital Fund.

**Upcoming Activities:** Dunning discussed upcoming activities. This Tuesday at 5pm will be the announcement of the new inductees of the Greater Flint African American Sports Hall of Fame. Volunteer Income Tax help is coming on Saturday, February 11<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>. The tax help will continue into the month of March.

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**Adjournment:** Larkin made a motion to adjourn. Kao supported. The meeting was adjourned by unanimous consent at 6:30 pm.

  
Secretary