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**LOCATION, DATE AND TIME:**

Flint Public Library, 1026 E. Kearsley St., Flint, MI 48503 – Harris Room

**Thursday, March 2, 2023, 5:30 PM**

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**Present:** Heather Kale, Audrey Young-Muhammad, Vivian Kao, Reta Stanley, Kathy Jackson, Dean Yeotis

**Absent:** Brian Larkin

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

**Call to Order:** President Stanley called the meeting to order at 5:31 pm.

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

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

**Approval of 02/02/23 Regular Meeting Minutes:** Kale made a motion to approve the minutes. Jackson supported. Motion carried.

**Updates from Board Committees**

**Budget, Finance, and Policy Committee:** Moffett-Page announced that the Finance Committee wasn't able to meet due to inclement weather.

**Monthly Financial and Investment Report ending 01/31/2023:** Moffett-Page made a presentation to the Board. She reviewed the Financial Dashboard and supporting schedules, noting that 59% of the fiscal year is complete. General Fund Revenue received to date is 81% of the budget. To date we have used 59% of budgeted expenditures. Net cash available for operations is \$6,290,542, which is enough to cover 18 months of operations.

Capital Projects Fund Revenue year to date is at 69% of budget. To date we have used 27% of budgeted expenditures. Capital Projects Fund Total YTD is \$169,975.

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.

Debt Retirement Fund year to date revenue is 80% of the budget. To date we have used 11% of the total expenditures. Debt Retirement Fund Total YTD is \$879,067. 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. Moffett-Page noted that the monthly financials are now condensed and summarized. Line item detail will be presented quarterly.

The General Fund balance sheet at the end of January showed an ending fund balance of \$6.6 million. Moffett-Page reviewed the Schedule 4 listing investments, financial institutions, and earnings rates. Yeotis made a motion to approve the report. Kao supported. Motion carried.

**Fundraising & PR Committee:** Kale shared that as of last month the year to date amount raised was \$98,071.92. Last year at this time, the amount raised was .08% higher. The goal this year is \$120,000, which we are well on our way to achieving. 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 Gazall of Gazall, Lewis & Lewis Associates, Architects, have agreed to co-chair the event. Sponsorship requests are being sent out currently. Rao is asking that each member of the Board invites 3-4 guests and for the Board to commit to a total of 3 tables and Staff to sponsor 1 table. Spring appeal envelopes will be sent out with the BestSellers newsletter.

**Succession Planning Committee Report:** President Stanley reported FPL and Bradbury Miller are well into phase 2 of the Executive Director Search Schedule. As of yesterday, March 1<sup>st</sup>, the broad recruiting activities (regional, multistate, and Bradbury Miller's national monthly newsletter postings) have resulted in six applicants for the position and a few others indicating an intent to apply. The webpage has been viewed 791 times. Because posting doesn't close until March 12<sup>th</sup>, there is still time for more applicants.

According to the Search Schedule, the committee will receive all candidate documents on March 15<sup>th</sup> in preparation for a meeting with Bradbury Miller on April 4<sup>th</sup> to identify semi-finalists for interviews on April 17<sup>th</sup> & 18<sup>th</sup>. A special Board meeting is being arranged for April 20<sup>th</sup> to select the finalists.

**Nominating and Naming Committee:** Schwartz reached out to the City Administrator to see when FPL could expect to be on City Council's agenda. Schwartz discussed naming with the Mayor at an event and he suggested the library trustees reach out to Council members. Discussion ensued and trustees agreed to reach out.

At this time, FPL is focusing on the naming rather than the appointments for new board members as that issue is most urgent. Director Schwartz suggests that the naming ceremony be on the first anniversary of the reopening of the new building, which would be Friday, May 19<sup>th</sup>. This is a tentative date.

**New Business:** Patron suspension appeal. The patron withdrew their appeal because of a shortened suspension after discussion with Director Schwartz. Schwartz discussed the procedure to be followed if there is to be a board appeal in the future.

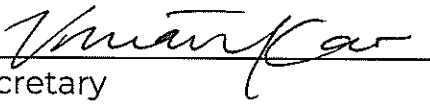
**Board Education Session:** Director Schwartz reviewed the Michigan Library Privacy Act, FPL security procedures, MelCat, and discussed the First Amendment as it relates to libraries. Discussion ensued. Director Schwartz shared a paper she had written on the topic of Book Banning.

**Chair's Remarks:** President Stanley thanked Director Schwartz for hiring new staff and reviewing policies, as well as completing tasks necessary to complete before the new director joins FPL.

**Director's Remarks:** Director Schwartz reported that she is happy to have hired four new staff and filled the position of two retirements. Three new librarians start next week and the new Children's Specialist will start a week after that. FPL is holding the date of May 19<sup>th</sup> for the renaming ceremony. Director Schwartz discussed the emergency situation that had happened earlier in the month. The staff had an FYI meeting Friday, February 24<sup>th</sup> to discuss the Library Privacy Act and emergency preparedness. Further staff meetings and training are planned.

**Upcoming Activities:** Acevedo discussed upcoming activities. FPL has a new program guide. There are lots of new programs and events, some of which target senior citizens. FPL is intending to potentially expand its Barbershop "Read While You Wait Library" Program. There are new Genealogy programs, Meet Your Muslim Neighbor, Storytimes, and a series of after-hours concerts coming up as well.

**Adjournment:** Young-Muhammad made a motion to adjourn. Jackson supported. The meeting was adjourned by unanimous consent at 7:11 pm.

  
Secretary