

BOARD OF TRUSTEES

Meeting Minutes



Date: Thursday, November 6, 2025

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), Trustee Vivian Kao, Trustee Reta Stanley,

Absent with Notification: Audrey Young-Muhammed (Secretary)

Absent without Notification: Trustee Sheila Fulmore

Staff: Ann Manko, Martita Moffett-Page, Michél Valkoun, Steven Clark, Rick Dunning

Public:

CALL TO ORDER

President Kale called the meeting to order at 5:30 PM.

ROLL CALL

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

APPROVAL OF AGENDA *

Trustee Kao made a motion to approve the agenda. Trustee Stanley supported. Motion carried.

APPROVAL OF MINUTES *

Trustee Stanley made a motion to approve the October 2, 2025 Regular Meeting Minutes. Trustee Fulmore supported. Motion carried.

EXECUTIVE DIRECTOR SEARCH UPDATE-LIBRARY IQ

Library IQ staff introduced themselves to the group and briefly described the process. Once the job description is approved, Library IQ and Director of Finance & Human Resources Martita Moffett-Page will review the applications, then send applicants a video interview with five

questions. From there, we will do in person interviews. Trustee Stanley requested that Library IQ provide a document outlining the entire process. President Kale reminded everyone that this will be an open process and requested that Library IQ staffers please check back with the attorney to confirm the details of the open process. President Kale noted that the questions will be recorded so that GCFPL trustees can watch them at home, then meet later as a group to discuss and review. The trustees briefly discussed the following qualities that the group will be looking for:

- Strong communication skills
- Understanding team strengths and weaknesses
- Being open minded to staff input and community engagement
- A keen sense of economic development and fiscal responsibility
- Community focus and continuation of the great work that has already been established at GCFPL
- Partnership with GCFPL fund development and finance directors
- Strategic leadership and strong business acumen
- Skilled at library operations
- Strong coaching skills and the ability to build a strong relationship with the board

Trustee Stanley suggested that Library IQ post the job opening in the Black Caucus Library Association and others of similar nature.

Trustee Kao made a motion to approve the changes to the ED job description. Stanley supported. Motion carried.

Kale will ask Library IQ to send the full timeline of the search process. Also, since Manko's contract expires December 11, a discussion will have to be had with AFSCME to discuss a contract extension and any overlap as needed. A brief discussion ensued regarding how realistic the timeline is.

PUBLIC COMMENTS **

None.

BUDGET & FINANCE (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 September 30, 2025. 25.21% of the fiscal year is complete, with the following detailed balances:

REPORT ITEM	AMOUNT
YTD Revenue	\$2,824,037
YTD Expenditures	(\$1,153,105)

Net Revenue Over. Exp.	\$1,670,932
YTD Grant Activity	(\$22,037)
YTD General Fund Total YTD	\$1,648,895
YTD Property Tax Rec'd	\$2,701,840.36
YTD Investment Income	\$52,416.56
Annual Campaign Rec'd	\$48,485.77
Net Cash Available for Ops	\$9,310,290

(For additional details, see the full Monthly Financial Statements for the period ending 9/30/2025.)

Treasurer Brown made a motion to approve the Monthly Financial Statements and Investment Report for the period ending September 30, 2025. Trustee Kao supported. Motion carried. A budget amendment will be presented at the December meeting related to the RMF and Big John's grants.

INTERIM EXECUTIVE DIRECTOR'S REPORT (Manko)

- Manko recently attended the MLA Annual Conference along with youth department staff members Robert White, Laurie Lenox, and Ashley Nizinski. Our strategic planning consultant Jan Davidson gave an excellent presentation at the conference, and we will be in good hands as we move forward in the process. Robert and Laurie gave a presentation at the conference on the Food Pantry, along with two staff members from the Food Bank of Eastern MI. Robert and Laurie will present an abbreviated version of their full presentation at the January board meeting.
- Annual staff evaluations will take place in the next two weeks, and there will be an all-staff meeting on November 18.
- We have received 15 resumes for the open Executive Assistant position, and those applicants have been narrowed down to five candidates. We expect to hold interviews very soon, and hope to decide fairly quickly.
- We recently received word that we have been granted funds from the Ruth Mott Foundation in the total amount of \$250k. \$125k will be used to support the strategic planning process, cyber security, and the ongoing Executive Director search. The remaining \$125k will be paid upon receipt and approval of an interim report which is due by the end of December 2026.
- Congresswoman Kristen McDonald Rivet recently distributed food at the GCFPL Food Pantry. Afterwards she and Crystal Edwards from the Food Bank of Eastern MI held a press conference about the possible reduction of staff benefits, food insecurity, and the

importance of food pantries to the community. Manko briefly reviewed some statistics on the food pantry. Visits have gone up since the pantry started, clearly showing that this service is in demand. A GCFPL Food Pantry internal committee was recently established in order to ensure the smooth operation of the pantry, and the committee will hold its first meeting the week of November 10.

- GCFPL recently received an order for 60 copies of the Ring a Ring a Roses publication, which is a valuable resource for finger plays for preschool children. This publication originated more than 35 years ago and continues to generate interest and income and is a strong source of pride for the library.
- The attorney recently requested a two week extension for the review of the employee handbook.
- Manko recently met with Jan Davidson from Midwest Collaborative for Library Services regarding strategic planning. A committee has been formed, and the kickoff meeting is tentatively scheduled for January 10.
- GCFPL will provide basic tech support and assistance with portal access to Flint water claimants.
- We recently completed the transition to our new IT service provider Digital Guard Solution.
- We are now pleased to offer microphones to our patrons as part of the meeting room reservation process.

After Manko's remarks, a lengthy discussion ensued regarding the food pantry and the incredible amount of staff time and funds that are required to run this effectively. After discussion, Vice President Zuccaro suggested forming a partnership with an organization that can set up and run a community hub at GCFPL. More discussion will be held at a later date.

PRESIDENT'S REMARKS (Kale)

President Kale noted that she is very excited for this very busy year at GCFPL! Vice President Zuccaro has another upcoming commitment, and he will be unable to participate in the Finance Committee in future months, so he will assist with strategic planning.

COMMITTEE REPORTS

a. NOMINATING COMMITTEE (Kao)

The committee has not met recently. Kao read a letter to be placed on record, stating that she will resign as board trustee effective December 5, 2025, citing work commitments and family needs. President Kale accepted the resignation with regret and thanked Trustee Kao for her service. Kale will reach out to the city and the school district regarding the upcoming open trustee slot.

b. FUNDRAISING & PR COMMITTEE (Kale)

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

REPORT ITEM	AMOUNT
Total raised (September)	\$30,693.47
Total raised (October)	\$1,135.00
FY to date total	\$70,204.47
New donors (October)	0
Donor Retention Rate FYTD	36%-up 1%
Average gift size	\$1,487.98 (w/pledges)

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

- Google Ads campaigns reached 12,500 local residents and generated 1200 clicks to event pages.
- Library posts averaged 2500 views per week with 350 likes, comments, shares, and posts.
- The October newsletter was sent to 1850 subscribers with an open rate of 26% and a click-through rate of 18%.
- The November newsletter was sent to the same list, with an open rate of 32%, showing growing engagement and interest from subscribers.

c. POLICY COMMITTEE (Kao)

Trustee Kao recently met with Manko to review the policy manual, and three sections still need to be approved. The committee is aiming for an update/review at the December meeting, but with the audit presentation that evening, it may be pushed back to a later date. Kale inquired about the Conflict of Interest forms for trustees. *(Do we need to sign those yearly? That has been a requirement for other boards on which she has served.)* A brief discussion ensued.

OLD BUSINESS

President Kale noted that Clare Membiela, Library of Michigan's Library Law Consultant, was supposed to present at the last meeting on Board Governance and Operations, but she was unable to due to the government shutdown.

NEW BUSINESS

- The Food Pantry will be kept on the agenda for future meetings.
- Trustee Fulmore recently had her board orientation. Accessibility is key in order for her to fully participate in meetings, so future board packets will be emailed to trustees in Word format instead of PDF.

UPCOMING EVENTS

- Tuesday: Quilting for Kids
- Saturday: Breadfest
- Holiday card making with Canva which has proven to be a very popular program!

THANK YOU TO TRUSTEE KAO

Trustee Stanley thanked Trustee Kao for all of her dedicated hard work, support, and expertise on the board during her tenure, noting that her presence was very much appreciated.

ADJOURNMENT

President Kale called to adjourn the meeting at 7:10 PM. Treasurer Brown made a motion to adjourn. Vice President Zuccaro supported. Motion carried.


Board Secretary
