



FINANCE COMMITTEE Meeting Minutes

LOCATION, DATE, AND TIME:

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

Thursday, October 23, 2025 5:30 PM

Present: Melissa Brown, Marc Baines and Jim Richardson

Absent: Andrew Watchorn, Matt Schlinker, Asa Zuccaro, and April January

Staff Present: Ann Manko, Martita Moffett-Page and Tina Hayes

Others Present: None

Call to Order: Baines called meeting to order at 5:32pm

Approval of Agenda: Baines made motion to approve the agenda. Richardson supported. Motion Carried.

Approval of May 29, 2025 Regular Meeting Minutes: Richardson made motion to approve the minutes. Baines supported. Motion Carried with Changing “Banks to Baines under New Business first paragraph”.

Call to Public: No public comments were received.

Old Business:

Financial Statements and Investment Report – for the period ending September 30, 2025

Trustee Brown asked Moffett-Page to review the financial statements and investment reports for period ending September 30, 2025. Moffett-Page reviewed the financial statements and investment schedules for the General Fund, Capital Projects Private Fund and Debt Service Fund with the committee.

Richardson questioned the percentage of property taxes received for General Fund (70.24%) versus Debt Retirement (57.42%). Moffett-Page explained that the breakdown was provided by the City of Flint.

Baines discussed annual gifts received to date, the Learn For Life breakfast and if the \$10,000 gift would require a board resolution to accept.

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Approval of September 30, 2025 Financial Statements: Richardson made motion to recommend approval of financial statements to the board. Baines supported. Motion carried.

New Business: None

Executive Director's Report:

Staffing - Interim ED Manko reported that all three newly hired Adult Services Librarians have started. She also announced that head of Youth Services Katie Badgley had resigned and that interviews for an Executive Assistant would take place in the coming week or so.

Library Funding - Interim ED Manko reported on the following grants. The application for the AG Bishop Trust Grant for the 2025-2026 cycle had been submitted in the amount of \$22,000. The funding was requested for the "Build Your Home Library event and the Michigan Storytellers Festival, both of which are part of the yearlong 175th anniversary. In July the Ruth Mott Foundation contacted the Library regarding possible funding. On July 30th a general operating funds grant proposal for \$250,000 over two years was submitted. The funds would be used for cybersecurity, the Executive Director search firm and 25% of the first year annual salary. The balance of the grant would be used for the strategic plan. The funds for the 2024/2025 MILEap OST (Out-of School Time) grant had been spent. Interim ED Manko thanked Trustee Brown for connecting her with Renee Keswick and Pat Stiehl for the Quota Club of Genesee County. They are concerned about the termination of the Dolly Parton Imagination Library and reached out to see how they could help. They are interested in supporting 1,000 Books Before Kindergarten Challenge with a \$3,000 donation. They requested a formal grant application at their October meeting which the library has submitted.

Reserve Study - Interim ED Manko reported that the Reserve Study had been completed. The library could request up to three audits of the report at the request of the board and library. If the Board/Library feels that circumstances have changed to a degree that the Study should be updated, Michigan Reserve Associates will perform an update-with-site-visit any time within the next five years for \$2,120. The study covers the first 30-year lifespan of the building.

Cybersecurity - Interim ED Manko reported that the library had contracted with Digital Guard Solutions based on the cybersecurity assessment performed by Plante Moran in 2024. The new firm will replace the current firm Knight Technology and will implement improved cybersecurity measures and internal controls.

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Library Material Guide – Interim ED Manko reported that a Library Materials Budget Spending Guide was created to ensure steady collection development and effective use of fund. The process establishes clear spending milestones and monitoring checkpoints.

Board Report: Trustee Brown reported that Library IQ had been contracted for the Executive Director search. Trustee Stanley will remain until the search for an Executive Director is over. Trustee Brown also announced that Sheila Fulmore had been sworn in to replace Trustee Jackson on the board of trustees.

Adjournment: Baines called for meeting to adjourn, Richardson supported, Motion Carried. Meeting adjourned 6:06 pm.

Submitted by: Martita Moffett-Page
Director of Finance and Human Resources
