

BOARD OF TRUSTEES

Meeting Minutes



Date: Thursday, December 4, 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 Dr. Vivian Kao, Trustee Reta Stanley, Trustee Sheila Fulmore

Absent with Audrey Young-Muhammed (Secretary)

Notification:

Absent without

Notification:

Staff: Ann Manko, Martita Moffett-Page, Rick Dunning, Regina Renee Nyégbéh, Michél Valkoun, Tina Hayes

Public: 1

CALL TO ORDER

President Kale called the meeting to order at 5:32 PM.

ROLL CALL

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

APPROVAL OF AGENDA *

Kale noted that the asterisk needs to be removed from #7 and added to #6. With those changes, Dr. Kao made a motion to approve the agenda. Trustee Stanley supported. Motion carried.

APPROVAL OF MINUTES *

Trustee Stanley made a motion to approve the November 6, 2025 Regular Meeting Minutes. Dr. Kao supported. Motion carried.

PUBLIC COMMENTS **

Therese McDonnell spoke about her recent donations to the food pantry, noting that there are many long time patrons like her who care deeply about the pantry. Rather than pausing the pantry entirely, perhaps paper towels and toilet paper could be made available to pantry visitors.

President Kale and VP Zuccaro noted that the pantry decision was not made lightly, and thanked Ms. McDonnell for her comments and her generous pantry donations. The Strategic Planning Committee will discuss the pantry at an upcoming meeting.

PLANTE MORAN PLLC

The *Annual Financial Report with Supplemental Information and Auditor's Report* was presented by Pam Hill, CPA, Partner, with some items of note:

- Clean opinion
- GCFPL was required to implement a new accounting standard this year (*related to sick pay accounting*)
- Fund balance is healthy and stable
- Expenses have been very consistent and in line with previous years

VP Zuccaro inquired about GCFPL internal controls and IT security. The group thanked Hill for her presentation. Brown made a motion to approve the Annual Financial Report as presented. Dr. Kao supported. Motion carried. (*Note: Trustee Fulmore will need an electronic copy of the full report.*)

EXECUTIVE DIRECTOR SEARCH UPDATE (Kale)

President Kale noted that there is currently a good pool of candidates (27 total). In mid-late January, 4-5 candidates will present to the board at a special meeting. The position will remain open until 12/31/25. It was asked if any of the candidates were local, and that is not known to Kale yet. A brief discussion ensued regarding the search firm process.

BUDGET & FINANCE COMMITTEE (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 October 31, 2025. 33.70% of the fiscal year is complete, with the following detailed balances:

REPORT ITEM	AMOUNT
YTD Revenue	\$3,185,614
YTD Expenditures	(\$1,568,666)
Net Revenue Over. Exp.	\$1,616,948
YTD Grant Activity	(\$27,253)
YTD General Fund Total YTD	\$1,589,695
YTD Property Tax Rec'd	\$2,872,445.77
YTD Investment Income	\$74,026.15
Annual Campaign Rec'd	\$67,485.77

Net Cash Available for Ops	\$9,297,282
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(For complete details, see the full *Monthly Financial Statements* for the period ending 10/31/2025.) Treasurer Brown made a motion to approve the *Monthly Financial Statements and Investment Report* for the period ending October 31, 2025. Dr. Kao supported. Motion carried.

Resolution 25-430-General Fund FY26 Budget Amendment: Moffett-Page briefly reviewed the details. (For complete details, see the full *resolution*.) Treasurer Brown made a motion to approve. Trustee Stanley supported. Motion carried.

ROLL CALL VOTE

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

INTERIM EXECUTIVE DIRECTOR'S REPORT (Manko)

- An Executive Assistant has been hired effective January 5, pending a successful background check. I am currently developing an onboarding plan that will cover core EA responsibilities, which are supporting the Executive Director, the Board of Trustees, and the Friends of the Library.
- We are continuing to hold regular staff meetings to support communication, collaboration, and operational effectiveness. These include All Staff Meetings, Adult Services Meetings, Children's Services Meetings, and Monday Director's Meetings.
- We were awarded the A.G. Bishop Grant for \$23,700. This grant will be used for two 175 anniversary programs: Build your Home Library and Storytellers Festival.
- Michel is currently working on a grant application for the Greater Flint Health Coalition.
- The Strategic Planning Committee will have its kick-off meeting on January 10, with our facilitator Jan Davidson from MCLS.
- I met with Dr. Kao to review the proposed changes she and Trustee Stanley made to *Section 3: Facilities and Operations* and *Section 6: Personnel* of the Policy Manual. I have made the necessary corrections, and these sections are ready for a vote at tonight's meeting. Our attorney from Foster Swift is reviewing the conflict of interest and confidentiality agreements in *Section 7: Board Governance*, as well as the appendix to determine if it is necessary. She is specifically looking to see whether any sections of the manual are cross-referenced in the appendix.

- The library will soon be assisting Miriam Wolock, the guardian ad litem for the Flint Water Settlement, by providing basic tech support to unrepresented claimants accessing the settlement payment portal.
- The Flint Cultural Center Campus will hold a campus-wide active shooter training at the Library on December 15. This training, led by Mott Security and Cultural Center security, is open to all FCCC institutions and their employees.
- We are excited about the increased use of the library for civic engagement. In particular, Michigan Department of Civil Rights, which is based out of Detroit, is hosting two community focus groups at the Library on Tuesday, December 16.
- We are pausing the pantry due to board concerns and operational issues. This decision reflects concerns about mission alignment, resource diversion from core library services, staffing capacity, and long-term sustainability. Operational challenges, including uncertain funding, rapidly increasing demand we experienced after a press conference and SNAP benefit uncertainty, staff capacity, and the absence of procedures, reinforced the need for a temporary pause.
- Following the recommendation of President Kale, the pantry program will be referred to the Strategic Planning Committee for review. A final decision regarding the program's future will be made by the incoming Executive Director. The pantry served 45 patrons on November 20. Services will continue on Saturdays through December 20, 2025, to allow for patron and partner transition, provide support during the holiday season, connect patrons to other food resources, and fully expend remaining pantry funds.
- President Kale shared that she reached out to Genesee County Sheriff Chris Swanson about providing active shooter training for GCFPL staff only. A captain will reach out to Manko to schedule.

PRESIDENT'S REMARKS (Kale)

- Exciting news! The Flint Board of Education has approved plans for a new high school.
- Kudos and thank you to Moffett-Page and Hayes for their hard work on the audit.
- Kale recently spoke to Ms. Joyce regarding the nomination process to soon replace Trustee Stanley. Also, Dr. Kao's last meeting as a trustee is tonight. We appreciate her steadfast and dedicated service and wish her well on her new endeavors with work and family.
- Strategic Planning work will be forthcoming.
- Work on the employee manual continues.

COMMITTEE REPORTS**a. FUNDRAISING & PR COMMITTEE (Kale)**

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

REPORT ITEM	AMOUNT
Total raised (November)	\$8,092.00
YOY-Sept. 2024	\$4,736 (FY25)
FY to date total	\$79,316.47 (through 12/2/25)
Donor Retention Rate FYTD	39%
Increase or Decrease	up 3%
Grant apps submitted	1-\$57,000
Grant apps pending	1-\$10,000

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

- Google Ads campaigns reached 13,210 local residents and generated 2000 clicks to program and event pages.
- Library posts averaged 2200 views per week with 200 total likes, comments, and shares.
- The December newsletter had an open rate of 27% and a click-through rate of 20%.
- 175th anniversary planning
- Gala October/November

b. POLICY COMMITTEE (Dr. Kao)

Trustees should have received by email the proposed changes made to *Section 3: Facilities and Operations* and *Section 6: Personnel* of the Policy Manual. Manko made the necessary corrections, and the attorney is reviewing the conflict of interest and confidentiality agreements in *Section 7: Board Governance*, as well as the appendix. We hope to get this approved early in the new year. Thank you to committee members Stanley and Young-Muhammed for their dedicated work on this. A brief discussion ensued. Dr. Kao made a motion to approve sections 3 & 6 as written, with the following change:

Under Section 6.4.3 “Reporting Procedure” and Section 6.4.6 “Non-Retaliation” modify to state “In the event that the Executive Director is the suspected harasser/discriminator/retaliator, the Director of Finance and Human Resources must be notified and they will then promptly notify the President of the Library Board of Trustees.” (Emphasis on modification added). Trustee Zuccaro also requested that staff know how to contact the board president.

Trustee Stanley supported. Motion carried.

OLD BUSINESS

- Food Pantry: (For details, see the Interim Executive Director's Report above.) A brief discussion ensued with those in attendance noting that a future partnership with a

community organization (i.e. Food Bank of Eastern MI) would be a good idea, the pause was not an easy decision, and the need to consider staff and/or committee work/input on this project. We don't want this to be a burden to staff.

- Reserve Study: The Finance Committee will review and discuss this at their next meeting so that they can make recommendations to the Board.
- Cybersecurity: Director of Technology and Facilities Dunning shared details of the proposed timeline, noting that we recently had to switch IT services providers to fully address cybersecurity. The Knight Technology Group contract ended in October, and our new provider will be Digital Guard Solutions. The transition is in process. (For details, see *Dunning's timeline and the corrective action plan*.)

NEW BUSINESS

Resolution 25-431-Employee-Only Funded 457 Deferred Compensation Plan: Moffett-Page briefly reviewed the details. (For complete details, see the full resolution.) Dr. Kao made a motion to approve. Brown supported. Motion carried.

ROLL CALL VOTE

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

Resolution 25-432-Extension of Interim Executive Director of Library Services Contract:

Moffett-Page briefly reviewed the details. This will extend the contract to April 30, 2026 or upon the hiring of a permanent Executive Director, whichever occurs first. (For complete details, see the full resolution.) Dr. Kao made a motion to approve. Brown supported. Motion carried.

ROLL CALL VOTE

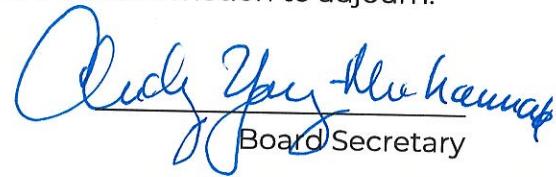
- President Kale: **Aye**
- Vice President Zuccaro: **Aye**
- Treasurer Brown: **Aye**
- Secretary Young Muhammad: **Absent**
- Trustee Dr. Kao: **Aye**
- Trustee Stanley: **Aye**
- Trustee Fulmore: **Absent**

UPCOMING EVENTS

Director of Library Services & Operations Regina Renee Nyégbéh briefly highlighted the upcoming December Create Your Own Journal program, the Charcuterie program (already fully booked), the Polar Express event, and the Community Read.

ADJOURNMENT

President Kale called to adjourn the meeting at 7:49 PM. VP Zuccaro made a motion to adjourn. Dr. Kao supported. Motion carried.



A handwritten signature in blue ink, appearing to read "Cindy Yen-Han Kao".

Board Secretary