

BOARD OF TRUSTEES

Annual + Regular Meeting Minutes



Date: Thursday, July 10, 2025
Time: 5:30 PM
Location: Harris Room

Gloria Coles Flint Public Library
1026 E. Kearsley Street
Flint, MI 48503

Present: Reta Stanley (President), Heather Kale (Vice President), Audrey Young-Muhammad (Secretary) Asa Zuccaro (Trustee)

Absent with Notification: Vivian Kao (Trustee)

Absent without Notification: Melissa Brown (Treasurer), Kathy Jackson

Staff: Martita Moffett-Page, Tina Hayes, Leah Feimster, Michél Valkoun, Heather Hutchinson, Ann Manko

Public: 2

CALL TO ORDER

President Stanley called the meeting to order at 5:36 PM.

APPROVAL OF AGENDA *

Concerns regarding the Resolution as it pertains to the wording of "negotiate contract" were raised. The amended agenda would include:

- Resolution 25-424: Selection of Interim Executive Director of Library Services and Authority to Negotiate Contract for Presentation to the Board
- Employee Agreement
- Resolution 25-425 Depositories
- Resolution 25-426: Investment Officer

Zucarro moved to amend the agenda. Kale seconded the motion. Motion carried.

APPROVAL OF MINUTES *

a. Final Budget Meeting Minutes from June 26, 2025

Vice President Kale motioned to approve the Final Budget and Regular Board Meeting Minutes from June 26, 2025. Seconded by Secretary Young-Muhammad. Motion carried.

b. Special Board Meeting Minutes from June 30, 2025

Vice President Kale motioned to approved the Special Board Meeting Minutes from June 30, 2025. Seconded by Secretary Young-Muhammad. Motion carried.

PUBLIC COMMENTS **

Eric Palmer, Mideastern Michigan Library Cooperative Director introduced himself and offered his knowledge and assistance to the Board and staff.

BUDGET AND FINANCE COMMITTEE *

Director of Finance and Human Resource, Martita Moffett-Page reported that there is not and will not be a report until September as the FY 2025 is wrapping up.

OTHER REPORTS AND ACTIONS**FUNDRAISING COMMITTEE (Kale)**

Vice President Kale introduced Michél Valkoun who is the new Director of Development. She reported on the Campaign Performance for Fiscal Year 2025:

REPORT ITEM	AMOUNT
New Donor Gifts (58)	\$15,639.12
Increased Gifts (16)	\$3,326.00
Learn for Life Donations (2025)	\$0.00
Trust Gift Received (6/27/25)	\$480,000.00
Total Donations Received	\$526,258.12

Michél Valkoun reported no income earned via gifts from the Learn for Life Breakfast this year, as the event was not held in FY25 but will reactivate in FY26

- New donor acquisition represents over one-third of standard campaign revenue which is an encouraging sign of community engagement.
- Pledge fulfillment rate is 100%, a strong indicator of donor reliability and stewardship success.
- Increased giving from 16 donors suggests positive donor retention and cultivation efforts.

Looking Ahead: Fiscal Year 2026 Campaign Goals:

- Structured as a **capacity building** year.
- **Annual Fundraising Goal:** \$125, 000 (comprised of individual giving-major gifts & annual donors and corporate giving)
- **Learn for Life Annual Fundraiser:** September 15, 2025-Goal: \$50,000
- **New Partnership Event:** In collaboration with Flint & Genesee Chamber of Commerce Donor acquisition event during Chamber After Hours (Q3)
- **175th Anniversary Celebration:** Major community event planned for Q4 2026 To serve as a celebratory capstone and fundraising opportunity. The anniversary date is 3/22/26 however the event will be held in April. (actual event date TBD).

President Stanley asked if the Fiscal Year budget would need to be amended due to the Trust Gift being received on June 27, 2025 and the 2025 Fiscal Year Final Budget was done on June 26, 2025. Director of Finance and Human Resources, Martita Moffett-Page responded that the Trust Gift would be reported as income for FY25. Trustee Zuccaro made mention that amending the budget might be the best practice in this case. It was decided that there would be further research into the matter.

PUBLIC RELATIONS COMMITTEE (Kale)

Vice President Kale introduced Leah Feimster who is the new Communications and Community Engagement Coordinator. She reported on the Marketing and Engagement highlights from Fiscal Year 2025:

- **Google Ad Grant was awarded in May 2025:** through partnership with Koios, the library began utilizing the Google Ads Grant, which provides up to \$10,000 per month in in-kind advertising through May 2026. There has already been a 30% increase in digital engagement compared to last year.
- **Marketing Foundations and Tools:**
 - Internal communications plan aimed at improving information flow, feedback, and team morale.
 - Marketing proposal focused on balancing event promotion with service awareness.
 - Weekly content calendar and social media guide to support consistent and aligned messaging.
- **Current Progress and Engagement Activity:**
 - Gathered insight and align messaging goals.
 - Created and shared centralized content calendar for collaborative marketing planning (print, web and radio/television).
 - Attended community events and engaged in networking to build partnerships.
 - Initiated early collaboration discussions with local organizations for future programs
- **Active Campaigns and Preparations:**
 - Coordinating marketing effort for Learn for Life annual fundraising campaign.
 - Preparing communications and media materials for the Pantry Ribbon Cutting on Monday, September 22, funded by Genisys Credit Union and Friends of the Library. Request of the Board Members to be present.
 - Beginning brand and outreach planning for our 175th Year Library Celebration in 2026.
- **Internal Communications:**
 - Organizing regular internal updates and content sharing via email and internal platforms.
 - Drafting a staff survey to gather feedback on communication needs and preferences.
- **Community Engagement:**

- Laying groundwork for a winter rollout of local business collaboration initiative
- Launching a "Service Spotlight" series to showcase specific library services and encourage community awareness
- Building committee for special project in collaboration with the Flint Bishop Airport International

Leah also reported that the Annual Report will be delivered at the Learn for Life event.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

RESOLUTION 25-424: SELECTION OF INTERIM EXECUTIVE DIRECTOR OF LIBRARY SERVICES AND AUTHORITY TO NEGOTIATE CONTRACT FOR PRESENTATION TO THE BOARD

President Stanley opened a discussion on establishing and approving RESOLUTION 25-424: SELECTION OF INTERIM EXECUTIVE DIRECTOR OF LIBRARY SERVICES AND AUTHORITY TO NEGOTIATE CONTRACT FOR PRESENTATION TO THE BOARD

This resolution specifies Library Executive Director Taliah Abdullah announced to the Board her resignation effective July 5, 2025. On June 24, 2025, four potential Library Interim Executive Director candidates appeared for public interviews with the Board. All interviews were held in compliance with the Open Meeting Act and took place at the Library. On June 30, 2025, the Board considered all four potential Library Interim Executive Director of Library Services candidates and a motion was made by Trustee Kale that the Board offer the Library Interim Executive Director position to Ann Manko and authorize the President of the Board in coordination with Clark Hill, PLC, to negotiate a contract with Ann Manko to serve as the Interim Executive Director of the Library, for presentation to the Board of Trustees for approval. The salary shall not exceed the highest salary posted for the position and benefits shall be comparable to and consistent with those terms currently provided to the current Library Executive Director.

The Board of Trustees selected Ann Manko to be offered the position of Library Interim Executive Director to start on July 11, 2025.

The Board of Trustees of the Flint District Library hereby authorizes the President of the Board, in coordination with Clark Hill, PLC, to negotiate a contract for presentation to the Board of Trustees for approval. The salary shall not exceed the highest salary posted for the position and benefits shall be comparable to and consistent with those terms currently provided to the current Library Executive Director.

Vice President Kale raised concern with the legal name of the Library and inconsistencies with the title of the Interim Executive Director of Library Services. Director of Finance and

Human Resources, Martita Moffett-Page will correct the inconsistencies of the title and correct the name of the Library as the Flint District Library.

Vice President Kale motioned to approve this resolution. Secretary Young-Muhammad seconded. Motion carried.

ROLL CALL VOTE: RESOLUTION 25-424

- President Stanley: **Aye**
- Vice President Kale: **Aye**
- Treasurer Brown: **Absent from Meeting**
- Secretary Young-Muhammad: **Aye**
- Trustee Zuccaro: **Aye**
- Trustee Koa: **Absent from Meeting**

INTERIM EXECUTIVE DIRECTOR OF LIBRARY SERVICES EMPLOYEE AGREEMENT

Martita Moffett-Page presented the Board with the employee agreement for Interim Executive Director of Library Services that states that agreement is made on July 11, 2025 between Flint District Library and Ann Manko. The employment agreement covers; employment, term, duties, compensation and benefits, conflicts of interest, termination by interim director, termination by employer, dispute resolution, assignment and miscellaneous.

President Stanley opened discussion about the employee agreement to which there were concerns raised about the residency distance, as it is written the Interim Executive Director of Library Services must reside within 20 miles of the City of Flint except for recognized exceptions identified in MCL 15.602. It was determined that a resolution would be created to address paragraph 3h of the employment agreement.

RESOLUTION 25-425: ESTABLISHMENT AND APPROVAL OF INSTITUTIONS FOR BANK DEPOSITORY AND INVESTMENT

President Stanley opened a discussion on establishing and approving Resolution 25-425: Establishment and Approval of Institutions for Bank Depository and Investment. This resolution specifies which financial institutions are named as the library's designated depositories and investment, and also names the Board President, Board Treasurer, and Executive Director Abdullah as official signatories for these accounts.

Effective July 11, 2025, Interim Executive Director of Library Services Ann Manko will become an official signatory and Taliah Abdullah will be removed as a signatory.

Trustee Zuccaro motioned to approve this resolution. Secretary Young-Muhammad seconded. Motion carried.

ROLL CALL VOTE: RESOLUTION 25-425

- President Stanley: **Aye**

- Vice President Kale: **Aye**
- Treasurer Brown: **Absent from Meeting**
- Secretary Young-Muhammad: **Aye**
- Trustee Zuccaro: **Aye**
- Trustee Kao: **Absent from Meeting**

RESOLUTION 25-426: APPROVAL OF INVESTMENT OFFICER

President Stanley opened a discussion on Resolution 25-426: Approval of Investment Officer. This resolution specifies that Board President, Board Treasurer, and Interim Executive Director Ann Manko are the official signatories and stewards of the library's financial accounts. Additionally, the resolution names the Director of Finance and Human Resources, Martita Moffett-Page, as the Investment Officer to act on behalf of the library.

Vice President Kale motioned to approve this resolution. Secretary Young-Muhammad seconded. Motion carried.

ROLL CALL VOTE: RESOLUTION 25-426

- President Stanley: **Aye**
- Vice President Kale: **Aye**
- Treasurer Brown: **Absent from Meeting**
- Secretary Young-Muhammad: **Aye**
- Trustee Zuccaro: **Aye**
- Trustee Kao: **Absent from Meeting**

CLOSED SESSION (PERSONNEL MATTER)

Vice President Kale motioned to go into closed session to discuss personnel matter. Secretary Young-Muhammad seconded the motion. Motion carried. The meeting went into closed session at 6:30 PM.

Vice President Kale motioned to reopen session. Secretary Young-Muhammad seconded the motion. Motion carried. The meeting came back into open session at 7:07 PM.

PRESIDENT'S REMARKS (Stanley)

President Stanley informed the Board that she received an email from the Library law consultant about training for next steps in the search for a permanent Executive Director of Library Services. The training will be about an hour and will happen at the next Board Meeting on August 7th. President Stanley would like to look at the mid-term evaluation from the previous Executive Director to see what is left to complete. This will help to aid in constructing specific scope of work for the Interim Executive Director.

UPCOMING EVENTS

Ann Manko presented on the upcoming events and current events highlighting the Summer Reading Challenge which is going strong and will finish on July 26th with a celebration on the

library lawn with bounce houses, inflatable basketball, face painting, and balloon art. She also reported that there has been a huge turn out for the children's programs.

Pride Festival is Saturday, July 19th. The Library will have table to visit in downtown at the Flat Lot where we will give out copies of *Gender Queer* by Maia Kobabe. This is made possible by a grant from the Community Foundation of Greater Flint.

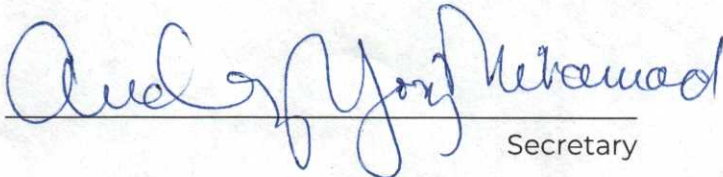
Vice President Kale announced that Governor Whitmer will be at the Library on Friday, July 18th in a booked room. Michél and Leah will try to connect with the Governor's team to see if there will be an opportunity for a meet and greet, photo op to post to our social media.

President Stanley informed Trustees of Ann Manko's request to return to her previous job and title if and when her term as Interim Executive Director of Services of the Flint District Library ends.

Motion to approve the letter of agreement between AFSCME 4010 and Ann Manko was made by Vice President Kale. Seconded by Trustee Zuccaro. Motion carried.

ADJOURNMENT

Vice President Kale motioned to adjourn. Seconded by Secretary Young-Muhammad. Motion carried and President Stanley adjourned the meeting at 7:25 PM.


Secretary

