
BOARD OF TRUSTEES

Meeting Minutes



Date: Thursday, August 7th, 2025

Time: 5:30pm

Location: Harris Room

Gloria Coles Flint Public Library

1026 E. Kearsley Street

Flint, Michigan 48503

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

Absent without notification:

Absent with notification: Melissa Brown (Treasurer), Asa Zuccaro

Staff: Tina Hayes

Public: 1

CALL TO ORDER

President Stanley called the meeting to order at 5:44pm.

APPROVAL OF AGENDA *

Vice President Kale motioned to approve the agenda. Seconded by Trustee Kao. Motion carried.

APPROVAL OF MINUTES *

Vice President Kale motioned to approve the annual and regular meeting minutes from July 10, 2025. Seconded by Trustee Kao. Motion carried.

PUBLIC COMMENTS **

Billie Dantzler dropped off ice cream from a new business at the Flint Farmer's Market, Scoopful of Sweetness, for the Board to enjoy.

Permanent Director Search Presentation

Clare Membiela, Library Law Consultant at Library of Michigan, presented her top 10 recommendations for structuring the search process, evaluating the workplace environment

for, and identifying a permanent executive director. Ms. Membiela highlighted the need for evaluating state aid eligibility concerns with candidates applying without a MLS/MLIS or a Level 1 Certification, evaluating the role's current responsibilities and benefits, and assessing both internal policy as well as state legislation like the Open Meetings Act.

BUDGET & FINANCE

The Director of Finance & Human Resources, Martita Moffett-Page, reported that the auditors will begin the same day as Learn for Life on Monday, September 15th, for at least 1 week. She led a meeting with them last week and another on August 25th regarding requested information. They are looking to present the audit at the December board meeting. The date is awaiting confirmation by the auditors.

The Davis Trust Fund donated \$480,000, which was received the day after the final budget amendment was finalized by the Library Board. Since the final budget amendment has to be approved by resolution no later than June 30th, the donation is listed as revenue for FY 25 but not included in the budget. Additional monies will be awarded by the Davis Trust Fund after the 2025 calendar year tax return is filed; the amounts and dates are unknown at this time.

OTHER REPORTS AND ACTIONS

FUNDRAISING + PR COMMITTEE (Kale)

Vice President Kale shared that in FY 2025, over \$37,000 in gifts were received so far, which is a 40% increase from FY 2024. \$35,000 of the total was from Big John Steak and Onion through Director of Development Michél Valkoun's rekindling of the relationship. A \$250,000 grant to Ruth Mott Foundation was submitted, and the results are expected by October.

Leah and Michel attended nearly 10 events this month, and highlighted lesser-known library services through social media engagement through "Think Again Thursdays." There was a 50% increase in usage of the small business database.

OLD BUSINESS

RESOLUTION 25-428

Paragraph 3(h) of the Interim Director of Library Services Agreement states the interim director must reside within 20 miles of the City of Flint except for recognized exemptions identified in MCL 15.602. This resolution authorizes the President of the Board to waive paragraph 3(h). Trustee Kao motioned to approve resolution 25-248. Seconded by Secretary Young-Muhammad. Motion carried.

ROLE CALL VOTE: RESOLUTION 25-428

- President Stanley: **Aye**
- Vice President Kale: **Aye**
- Treasurer Brown: **Absent from Meeting**
- Secretary Young-Mohammad: **Aye**
- Trustee Kao: **Aye**
- Trustee Jackson: **Absent from Meeting** ● Trustee Zucarro: **Absent from Meeting**

LETTER OF AGREEMENT BETWEEN AFSCME & FLINT DISTRICT LIBRARY

The letter of agreement, signed by the President and Field Staff Representative of Michigan AFSCME, stipulates that the Interim Executive Director position does not fall within the bargaining unit, but that Interim Executive Director Manko may return to her prior position as an Adult Services Librarian within 12 months to retain her prior seniority. If she remains outside the bargaining unit for longer than this period, she will lose all bargaining unit seniority.

Vice President Kale motioned to approve the letter of agreement. Seconded by Secretary Young-Mohammad.

ROLE CALL VOTE: LETTER OF AGREEMENT

- President Stanley: **Aye**
- Vice President Kale: **Aye**
- Treasurer Brown: **Absent from Meeting**
- Secretary Young-Mohammad: **Aye**
- Trustee Kao: **Aye**
- Trustee Jackson: **Absent from Meeting** ● Trustee Zucarro: **Absent from Meeting**

NEW BUSINESS

None

PRESIDENT'S REMARKS (Stanley)

President Stanley thanked Ms. Membiela for her training and offering to supply names of consultants and resources. President Stanley mentioned the Ruth Mott Foundation called the library to request a meeting to see if the GCFPL was able to submit a proposal and was interested in meeting with Ms. Valkoun. President Stanley shared it was a great meeting and the GCFPL is an anchor institution, and how good it feels to see how many resources the GCFPL has.

INTERIM DIRECTOR'S REPORT

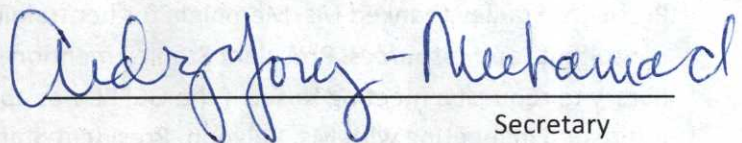
Interim Director Manko mentioned President Stanley provided her with the role's scope of work, which the report is centered around. Interim Director Manko reported changing all staff meetings to every other month and reinstituting weekly meetings with the other directors, which have gone well. Offer letters were given to 2 on-call librarians and 1 Patron Service Associate. Due to a family emergency, Executive Assistant Heather Hutchinson, an employee of Robert Half, has terminated her employment contract with GCFPL. Yesterday, an executive assistant, Antoinette McClain, was interviewed and hired; she is also an employee of Robert Half. She is a Flint Central graduate, resident of the City of Flint, and a user of the library.

UPCOMING EVENTS

- The new **Jr. Master Gardener Program** with MSU Extension & 4H is taking place on Wednesdays on August 6th, 13th, 20th, and 27th at 4pm.
- The **Flint City Bike Mural Tour** will kick off with partner Queen's Provisions on Saturday, August 16th at 10am.
- Enjoy a slice of pizza and discuss *Restart* by Gordon Korman at **Kid's Favorite Book Club** happening August 22nd at 4pm.
- Learn how to make logos, business cards, websites, and more with **Canva for Small Businesses** on August 23rd at 2pm.

ADJOURNMENT

President Stanley called to adjourn the meeting at 7:55pm. Vice President Kale motioned to approve the adjournment. Seconded by Secretary Young-Mohammad. Motion carried. The meeting adjourned at 7:55pm.

A handwritten signature in blue ink, reading "Audrey Young-Mohammad", written over a horizontal line.

Secretary