

---

**Board of Trustees  
Regular Meeting Minutes**

**September 11, 2025  
5:30 pm, Harris Room**

**Present:** Heather Kale (Vice President), Melissa Brown (Treasurer), Audrey Young-Muhammad (Secretary), Vivian Kao (Trustee), Asa Zuccaro (Trustee)

**Absent with notification:** Reta Stanley (President), Kathy Jackson (Trustee)

**Absent without notification:**

**Staff:** Rick Dunning, Regina Renee Nyegbeh, Martita Moffett-Page

**Members of the Public:** None

---

**CALL TO ORDER:** Vice President Kale called the meeting to order at 5:37 pm.

**ROLL CALL: Secretary Young-Muhammad**

President Stanley: Absent  
Vice President Kale: Present  
Treasurer Brown: Present  
Secretary Young-Muhammad: Present

Trustee Kao: Present  
Trustee Zuccaro: Present  
Trustee Jackson: Absent

**APPROVAL OF AGENDA:** Vice President Kale noted a minor change to the agenda; stating that the name of the committee is Fundraising and **Public Relations** Committee. Also, the Budget & Finance Committee items need to be moved down the list since our Huntington guests have not arrived yet. With those changes, Brown made a motion to approve. Young-Muhammad supported. Motion carried.

**APPROVAL OF MINUTES:**

**August 7, 2025 Regular Meeting Minutes:** Kao made a motion to approve. Brown supported. Motion carried.

**August 21, 2025 Special Meeting Minutes:** Kao made a motion to approve. Zuccaro supported. Motion carried.

**Public Comments:** None

**INTERIM EXECUTIVE DIRECTOR'S REPORT-ANN MANKO**

- **Staff Anniversary Cards:** Manko would like to reinstate the staff anniversary cards, and she will distribute two cards to the group tonight to sign.
- **Supporting Staff Morale & Development:** Tuesday 9/9 was the first all-staff meeting under Manko's tenure. Children's Learning Specialists Robert White and Laurie Milner did a practice run of their Food Pantry program that they will present at the upcoming Michigan Library Association's Annual Conference. Manager of Youth Services Katie Badgley and Manko will also attend the conference.





Staff training sessions on de-escalation and active shooter training are planned for the upcoming months. GCFPL will partner with Licensed Clinical Social Worker/Assistant EMU Professor Dr. Margaret Ann Paauw for the de-escalation training and with the FCCC security team for the active shooter training.

- **Staffing and Recruitment:** Our two new On-Call Librarians started in August, and we are excited to have them on board as they bring a wealth of experience. Laura is a retired school librarian, and Cindy has worked at GDL for 25 years. We also hired a new On-Call Public Service Associate (PSA), Amina, in August.

We also hired three Adult Services Librarians, all of whom are Flint residents. Two will start next week and we are hoping that the third will start by the end of September.

Staff member Andre (former IT Page/Shelver) was recently promoted to FT PSA.

We are on schedule to send the Employee Manual to the attorneys by the end of September.

- **Summer/Fall Program Delivery:** We received our October-December Calendar of Events, and we are in full planning mode for the Library's 175<sup>th</sup> Anniversary. There are many great ideas floating around among staff, including a commemorative library card, and bringing back popular programs from the past.

We are once again participating in the Children's Book Council Favorites program. The Children's Favorites is a national reading program organized by the nonprofit Children's Book Council, which is the umbrella organization for Every Child a Reader. Young people across the country will read and vote for their favorite new books this fall, and their top picks (The Children's Favorites) will become a free resource for teachers, librarians, and booksellers nationwide.

GCFPL chose to receive books for grades 3-5 and will get to keep 90% of the books, with 10% of the books to be donated to a local charity.

- **Strategic Fundraising and Development:** We are hoping to hear from the Ruth Mott Foundation regarding our recent grant request of \$250k by the end of October. The scope of this request included Strategic Planning, Cyber Security, and the Executive Director search.
- **Documentation of Policies and Processes:** United for Libraries is a division of the American Library Association. Through the Library of Michigan, all Michigan public library trustees can access the UFL members-only resources at no charge. On 9/27 they will be holding a Virtual Library Policy Retreat for Library Boards focusing on Intellectual Freedom and Artificial Intelligence.
- **Important Dates:** 9/15-Learn for Life & GCFPL Audit, 9/22-Ribbon Cutting Ceremony for Food Pantry

Kale mentioned the ALA benchmarks that former Executive Director Abdullah brought forth when considering her yearly goals. Manko may find these to be helpful, and Kale will follow up on this.





## **PRESIDENT'S REMARKS-RETA STANLEY**

Since President Stanley was unable to attend tonight, Manko read her report to the group.

**Executive Director Search Update:** Mr. Joe McAvoy of LibraryIQ is currently preparing a contract to provide services for the Executive Director search. Upon completion, the contract will be submitted for legal review by Attorney Clare Membiela, Library Law Consultant.

*There have been some challenges in the reference check process; however, Mr. McAvoy is actively pursuing letters of recommendation. Joanna Axelrod, Deputy City Manager of Escondido Public Library in California, provided a positive recommendation.*

### **Election of Officers**

*Per our Bylaws (Article IV: Officers), the election of Board officers will take place during our October meeting. The following slate of officers is being presented for consideration:*

- **Heather Kale**, President
- **Asa Zuccaro**, Vice President
- **Audrey Young-Muhammad**, Secretary
- **Melissa Brown**, Treasurer

*The officers will serve a one-year term beginning upon election in October. The Nominating Committee is scheduled to meet on September 17, 2025, to finalize nominations and prepare for the election.*

**Learn for Life Fundraiser:** *The Learn for Life event remains a vital fundraiser supporting the Gloria Coles Flint Public Library's mission and services. Although I regret that I will be unable to participate this year, I want to emphasize the importance of our ongoing engagement and visibility at this event. Our collective presence demonstrates our commitment to advancing library services and presents an excellent opportunity to connect with community stakeholders and potential donors.*

**Conclusion:** *Thank you all for your continued dedication to the work of the Board and to the success of the Gloria Coles Flint Public Library. As we move into the next phase of leadership and planning, your collaboration and support remain invaluable.*

**FUNDRAISING AND PUBLIC RELATIONS COMMITTEE:** Kale gave a brief presentation of recent business. We have reached the sponsorship goal for Learn for Life, with \$25k secured to date. Badgley and Zuccaro did a quick practice run of the program, and we are excited to host this mission-focused program. We have engaged MSU and Elga Credit Union as new sponsors. Donations YTD are \$37,561, compared to \$9,425 in 2024 and \$25k in 2023.

Kale commented on Constant Contact (e-marketing tool) and Bloomerang (donor management system). Michel is hoping to integrate these because we haven't used Constant Contact since January 2024. With 22k contacts, it needs to be cleaned up. This will take some time, but it is exciting to move in a new direction.

The 175<sup>th</sup> anniversary will be a year of celebration with an emphasis given on community input. The gala tentative date is 4/25, but we'll first need to look at the calendars of other community organizations so that we can coordinate events.

GCFPL is re-engaging and restructuring the partnership with FCCA. In addition, we will soon partner with Southwestern HS Seniors in the areas of skilled trades, tech, and art. We also have a new partnership with MTA which offers bus passes to students.



Kale mentioned that community engagement on social media is up 68% and program signups driven by social media are up 35%. This will provide meaningful metrics in the upcoming months.

**OLD BUSINESS:** None

### **BUDGET & FINANCE COMMITTEE-PRE-AUDITED 6/30/25 FINANCIALS**

Director of Finance and Human Resources Martita Moffett-Page presented highlights of the Financial Dashboard for year ended 6/30/25, which included the following details:

FY is 100% complete.

#### **General Fund**

	<b>YTD</b>	<b>Amended Budget</b>
Revenue (Sch. 1)	\$5,123,919	\$ 4,617,893
Exp & Encumbrances (Sch. 2)	\$(3,935,246)	\$(3,946,627)
Net Rev Over (Under) Exp.	\$1,188,673	\$ 671,266
Grant Activity Net (Sch. 3)	\$ (27,237)	\$ (26,035)
<b>Gen. Fund Total YTD</b>	<b>\$1,161,436 (which will go to Fund Balance)</b>	<b>\$ 645,231</b>

#### **Cash Position-Operations**

Cash unrestricted	\$7,416,617
Less current liabilities	\$ (140,708)
Net cash avail.-operations	\$7,275,909
Budgeted monthly oper. costs FY25 \$	(328,886)
# of months of operations covered:	22

*The statements as presented are Pre-Audit. (For further details, see the complete Monthly Financial and Investment Report for FY ending 6/30/25 as compared to the FY ending 6/30/24.)*

Trustee Kao noted that more was spent on capital projects and asked what the special projects were. Rick Dunning replied that the funds went to:

- IT dedicated cooling system
- PA system
- Security Camera Updates
- Sonitrol Updates
- Sidewalk lighting



The check registers for June/July/August were distributed and reviewed by the trustees.

Brown made a motion to accept the preaudit financials as presented. Young-Muhammad supported. Motion carried.

**NEW BUSINESS:** The Flint City Council passed a resolution at their meeting yesterday to approve Flint resident Sheila Fulmore as our incoming trustee. She is the current First Vice President of the Flint/Genesee Chapter of the National Federation of the Blind-Michigan and an active retiree with a background specializing in mental health. She will replace the slot recently held by departing trustee Kathy Jackson. Manko and Stanley will reach out to Ms. Fulmore soon, and she will be sworn in here at GCFPL at an upcoming meeting. Kale noted that it will be nice to have the swearing in procedures onsite.

**UPCOMING EVENTS:** Director of Library Services and Operations Regina Renee Nyegbeh highlighted several recent and upcoming programs including the September Library Card Sign-Up Month, the 9/13 El Ballet Folklórico and Preserve Your Family Quilt Heritage programs, 9/20 Cyber Safety and 9/27 Quilt Heritage Photo Day.

**ADJOURNMENT:** Brown made a motion to adjourn. Young-Muhammad supported. Motion carried. The meeting was adjourned at 6:32 pm.

A handwritten signature in cursive script, reading 'Aed Young-Muhammad', written over a horizontal line.