

BOARD OF TRUSTEES

Meeting Minutes



Date: Thursday, October 2, 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-Muhammed (Secretary), Melissa Brown (Treasurer), Trustee Vivian Kao, Trustee Asa Zuccaro, Trustee Sheila Fulmore

**Absent with
Notification:**

**Absent without
Notification:**

Staff: Rick Dunning, Martita Moffett-Page, Tina Hayes, Michél Valkoun

Public:

CALL TO ORDER

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

WELCOME TO NEW TRUSTEE

President Stanley and the group welcomed incoming Trustee Sheila Fulmore.

ROLL CALL

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

APPROVAL OF AGENDA *

President Stanley noted an addition to the agenda under Budget & Finance Committee item c: *Resolution 25-429: Establishment and Approval of Institutions for Bank Depository and Investment*. With that addition, Vice President Kale made a motion to approve the agenda. Trustee Kao supported. Motion carried.

APPROVAL OF MINUTES *

Vice President Kale made a motion to approve the September 11, 2025 Regular Meeting Minutes. Secretary Young-Muhammad supported. Motion carried.

MOMENT OF SILENCE

The group observed a moment of silence for the victims and families of the recent church shooting in Grand Blanc.

PUBLIC COMMENTS **

None.

ELECTION OF OFFICERS

The nominations for the slate of officers are as follows:

President: Heather Kale

Vice President: Asa Zuccaro

Secretary: Audrey Young-Muhammad

Treasurer: Michelle Brown

President Stanley called three times for additional nominations for each officer position. None were offered. Trustee Kao made a motion to accept the slate of officers as presented. Treasurer Brown supported. Motion carried.

ROLL CALL VOTE

- Stanley: **Aye**
- Kale: **Aye**
- Brown: **Aye**
- Young-Muhammad: **Aye**
- Kao: **Aye**
- Zuccaro: **Aye**
- Fulmore: **Aye**

SWEARING IN OF NEWLY APPOINTED TRUSTEE

Judge Beagle gave the Oath of Office to Sheila Fulmore.

SWEARING IN OF OFFICERS

Judge Beagle swore in the four newly elected officers as a group. The assembled group congratulated the new appointees and thanked Judge Beagle for his presence.

Newly elected President Kale thanked Reta Stanley for her leadership during the previous years. Mrs. Stanley thanked her and noted that GCFPL continues to be in good hands for the future.

BUDGET & FINANCE (Brown)

Brown noted that there was no Finance Committee meeting last week and turned the meeting over to Director of Finance & Human Resources Martita Moffett-Page. Moffett-Page introduced Huntington Bank representatives Velimir Dzebo, President of Wealth and Investments and Janice Sova, Vice President of Wealth and Investments, who briefly presented on the Capital Projects Private Fund and fielded a few related questions from the group.

Moffett-Page reported on the library's financial statements and investments for the period ending August 31, 2025. 16.99% of the fiscal year is complete, and the budget for General Fund is \$4,452,688, with the following detailed balances:

REPORT ITEM	AMOUNT
YTD Revenue	\$2,574,569
YTD Expenditures	(\$872,381)
Net Revenue Over. Exp.	\$1,702,188
YTD Grant Activity	(\$17,239)
YTD General Fund Total YTD	\$1,684,950
YTD Property Tax Rec'd	\$2,511,993.46
YTD Investment Income	\$19,127.94
July Big John Steak & Onion Gift	\$10,000
Annual Campaign Rec'd	\$28,377.30
Net Cash Available for Ops	\$9,450,256

(For additional details, see the full Monthly Financial Statements for the period ending 8/31/2025.)

Trustee Kao made a motion to approve the Monthly Financial Statements and Investment Report for the period ending August 31, 2025. Secretary Young-Muhammad supported. Motion carried.

RESOLUTION 25-429: ESTABLISHMENT AND APPROVAL OF INSTITUTIONS FOR BANK DEPOSITORY AND INVESTMENTS (Brown)

This resolution serves to establish guidelines for trustee check signers and bank depositories. Treasurer Brown made a motion to accept the resolution. Discussion ensued regarding trustee titles listed in the resolution, so the wording in section 2 will be changed to state *outgoing Board President Reta Stanley and incoming Board President Heather Kale*. *(For complete details, see the full Resolution 25-429.)*

After discussion, Treasurer Brown rescinded her original motion and made a new motion to accept the resolution, noting the title changes to be made. Secretary Young-Muhammad supported. Motion carried.

ROLL CALL VOTE

- Stanley: **Aye**
- Kale: **Aye**
- Brown: **Aye**
- Young Muhammad: **Aye**
- Kao: **Aye**
- Zuccaro: **Aye**
- Fulmore: **Aye**

FOOD PANTRY

Discussion ensued regarding the newly established Community Food Pantry. President Kale thanked everyone for their input and stated that any pantry concerns will be fleshed out in the coming months.

INTERIM EXECUTIVE DIRECTOR'S REPORT (Manko)

- We want to acknowledge the recent shooting in Grand Blanc and its impact on both staff and patrons. In light of this, we are prioritizing the active shooter training.
- This Tuesday we will hold our first Adult Services Dept. meeting since January.
- Manko recently created a Library Materials Budget Spending Guide to ensure steady collection development and effective use of funds.
- Staff Directors have recently discussed bringing back the "FPL Way," a standard of customer service that was developed several years ago.
- All three of the newly hired librarians have started.
- The Calendar of Events for October – December is out.
- The Community Pantry Ribbon Cutting ceremony was held on September 22 and was a huge success.
- The final report for AG Bishop Charitable Trust, 2024/2025 cycle, was submitted.
- The 2024/2025 MILEap OST (Out-of School Time) grant has been spent.
- Thanks to Trustee Brown for connecting Manko with Renee Keswick and Pat Stiehl from 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.
- The Employee Manual has been submitted to the attorney for its final review.
- We will be doing a fire drill in October (the first in the new building), with the City of Flint Fire Department assisting.
- The Teen Tech Center is being installed on the Main Floor of the Library.
- Plante Moran performed a cybersecurity assessment in September 2024 which identified several weak points in our current system. To address these issues, we have contracted with Digital Guard Solutions.

PRESIDENT'S REMARKS (Kale)

President Kale again thanked Trustee Stanley for her past work as President and noted she will share more remarks at the November meeting.

COMMITTEE REPORTS**a. NOMINATING COMMITTEE (Kao)**

Committee members would like to meet with representatives from the City of Flint and the Board of Education in an effort to make the nomination process more efficient. After that meeting, the committee would like to review the Bylaws and update them with recommendations. We will also be reminding both the City and the BOE of the status of our trustee terms. Resumes of potential applicants should be forwarded to each body. Discussion ensued.

Trustee Stanley stated that it is up to the City and BOE to appoint and they have been gracious enough in the past to allow GCFPL to provide some input during the process.

b. FUNDRAISING & PR COMMITTEE (Kale)

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

REPORT ITEM	AMOUNT
Total raised (August)	\$725
Total raised (September)	\$21,735
FY to date total	\$61,854.47
New donors (September)	51
Donor Retention Rate FYTD	35%-up 11%
Average gift size	\$402.50

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

- Constant Contact was recently reactivated to establish a monthly email newsletter.
- Think Again Thursdays (social media posts showcasing Library services) are averaging 2400 views per week.
- GCFPL continues to be well represented at community events, reaching more than 900+ residents.

c. EXECUTIVE DIRECTOR SEARCH COMMITTEE (Stanley)

Trustee Stanley stated that she has received references, one of which recommended that we make a broad reach in filling this position. Stanley also reminded the group that the Open Meetings Act must be followed as part of this ongoing process. The contract will now be sent to the attorney to be reviewed and signed. Stanley will work with Moffett-Page regarding some additional documents that need to be sent out.

OLD BUSINESS

None.

NEW BUSINESS

None.

UPCOMING EVENTS (Manko)

- 10/4: Hispanic Genealogy for Beginners
- October: Flint African American Quilters Guild 36th Annual Quilt Show & Quilting for Kids
- October/November: Kids Dungeons & Dragons

ADJOURNMENT

President Kale called to adjourn the meeting at 7:44 PM. Treasurer Brown made a motion to adjourn. Vice President Zuccaro supported. Motion carried.


Board Secretary
Board President