

**GENESEE DISTRICT LIBRARY BOARD MEETING
Via Zoom & Telephone
5:30 p.m.
January 25, 2021
Minutes**

- Call to Order: 5:30 p.m.
- Present: Conerly-Moon (Flint Township), Hostetler (Grand Blanc), Johns (Burton), Jones (Grand Blanc), Ryals-Massey (Grand Blanc) and Towarnicky (Grand Blanc).
- Also Present: C. Stritmatter (Corporation Counsel), D. Conklin, J. Klich, K. Flynn, E. Kish, and A. Goldyn. Public: S. Tinsley (MERS representative) and T. Carlton.
- Absent: Bennett and Crites.
- Public Comments: L. Ryals-Massey stated that S. Bennett will be temporarily stepping aside from her GDL Board duties due to a health issue.
- Approval of Consent Agenda: D. Hostetler moved to approve the consent agenda. Motion supported by S. Jones. Motion carried unanimously.
- Board Development: Nothing to report.
- MMLC: J. Towarnicky stated she attended the January 14 meeting to review the annual audit report. She is taking R. Crites' spot as a GDL representative on the Board since he reached his term limit. She learned that MMLC stands for the Mid-eastern Michigan Library Cooperative and there are eleven cooperatives throughout the state. She stated that by law, GDL must belong to a cooperative to receive state aid. The cooperative helps libraries provide programs. GDL is the largest library in our cooperative.
- Corporation Counsel: Nothing to report.
- GDL Foundation: Nothing to report.
- Written Reports: D. Hostetler noted that after reading D. Conklin's report about the e-rate renewal, he realized that the annual universal service fund refund amount is quite large. L. Ryals-Massey asked A. Goldyn to explain the e-rate process. A. Goldyn stated that each telephone and internet provider charges everyone a monthly universal service fee. She stated that libraries and schools can apply for this money and the amount received is based upon the percentage of children participating in the free lunch program at the school district in their area.
- S. Jones inquired how the staff are being financially impacted by the Covid-19 shutdowns and if PPP funds would be helpful. D. Conklin stated that the part-time staff were laid off during the March through June closure. He stated they were laid off again during the November pause and were not brought back for doorside services in December due to limiting the number of people in the branches. He stated that we anticipate bringing back the part-time staff when we re-open to the public on February 1. He stated that we received a grant from MMLC for PPE. L. Ryals-Massey inquired if S. Jones was referring to PPP (Paycheck Protection Program) or PPE (personal protection equipment) and S. Jones replied PPP. D. Conklin stated we do not qualify for the PPP programs. L. Ryals-Massey inquired if full-time employees continued to receive their full salaries and D. Conklin replied affirmatively.

Written Reports
(continued):

V. Conerly-Moon inquired about the LED lighting project at Headquarters. D. Conklin stated that the current fixtures will be rewired and the fluorescent lights will be replaced with LED bulbs. He stated the project was put out for bids and surprisingly the amount did not require Board approval. V. Conerly-Moon inquired if it was outside lighting and D. Conklin replied it was the fixtures inside the building.

D. Hostetler offered kudos to K. Flynn for the work she's doing to televise the virtual Black History Month event and inquired when it would be aired. K. Flynn stated it will be televised on February 11 at 7 p.m. on ABC12.

L. Ryals-Massey noted that ADP's HRMS system would help with applicant tracking, but wondered if it would help with recruiting. J. Klich stated that the HRMS information would seamlessly flow-through into the ADP payroll system that we currently use. She stated that we will be able to do online recruiting as well.

L. Ryals-Massey inquired about the 1,000 Books Before Kindergarten and the time period in which that happens. K. Flynn replied that it runs from birth to kindergarten. She stated that for every 100 books that are read to a child, they can come to the library and receive a sticker and a free book. She stated that it's a national initiative and we are just trying to promote it more. L. Ryals-Massey inquired how is it tracked. K. Flynn stated it is self-reported and we use Beanstack as a tool for parents to track their progress.

L. Ryals-Massey offered kudos on the virtual bookshelf browsing and inquired how it works. K. Flynn stated that the credit goes to R. Tackabury, the Digital Services Librarian, for this idea. She stated that he did all the tedious work on linking the books by genre to the online catalog based upon recommendations from staff.

D. Hostetler noted that annual expenditures were down compared to 2019 and inquired if Covid-19 was the reason. A. Goldyn stated that during the shutdown from mid-March to mid-June and we were not purchasing the physical materials for the branches during that time.

S. Jones congratulated A. Goldyn on becoming a Genesee County Employees' Retirement Commission trustee. S. Jones then stated it's his understanding that TCF Bank is being taken over by Huntington and inquired if funds will need to be redistributed. A. Goldyn stated that since we already have accounts at Huntington, she will need to find another bank to diversify the funds.

V. Conerly-Moon also congratulated A. Goldyn on her trustee appointment. She believes it is a good move. A. Goldyn thanked V. Conerly-Moon.

Monthly Statistics:

D. Conklin stated he wanted to bring something to the Board's attention. He stated that he projected that by 2025 the digital material checkouts would exceed physical item checkouts. He stated that due to the Covid-19 shutdowns, it actually happened in 2020.

Finance Committee:

Nothing to report.

Personnel/Policy
Committee:

L. Ryals-Massey stated that during S. Bennett's absence, she will email out the director's evaluation. She is requesting that Board members complete it and return it immediately.

She stated that she would also like the committee to take a look at the Board by-laws regarding Board member development. She stated that currently there is no requirement that the trustees attend any type of training and she would like that to change.

Municipal Employees'
Retirement System of
Michigan:

J. Klich stated that in the fall MERS notified GDL of some changes required for reporting purposes on the defined contribution plan. She stated these changes require Board approval. V. Conerly-Moon moved to approve the adoption change. Motion supported by S. Jones. Roll call: ayes – Conerly-Moon, Hostetler, Johns, Jones, Ryals-Massey and Towarnicky; nays – none.

2020 Budget
Amendments:

A. Goldyn stated that the budget amendments are budget neutral and do not increase or decrease the overall totals. She stated it is simply a reallocation of funds to various line items. V. Conerly-Moon moved to approve the budget amendments. Motion supported by S. Jones. Roll call: ayes – Conerly-Moon, Hostetler, Johns, Jones, Ryals-Massey and Towarnicky; nays – none.

2021 Black History
Celebration:

K. Flynn stated it will be held on Thursday, February 11 at 7 p.m. on ABC12 and it's a full hour without advertising. She said that Matt Franklin will be the host and explain the context of the brunch and then L. Ryals-Massey and D. Conklin will say some welcoming remarks. She said that T. Smiley, the founder of the brunch, will say a few words and receive an award. Youth Services Librarian M. Boisclair will also have two spots, one to talk about library services and the other about literacy. She stated we will have two entertainment acts, Voices of Service and Linkin' Bridge, who both appeared on the television show *America's Got Talent* in different seasons. She said we will also have Dr. Tracie Currie as a spoken word artist. L. Ryals-Massey asked why Thursday night was chosen. K. Flynn stated that it will be sandwiched between the news and primetime television shows. She also stated that week day evenings typically have more viewers than weekends. She stated that for a normal brunch we sell 500 tickets, but this event will reach approximately 24,000 households. L. Ryals-Massey told K. Flynn to thank R. Tackabury for his patience in filming their pieces. V. Conerly-Moon inquired about the budget amount for the virtual event. K. Flynn stated it is approximately \$17,000; however, the actual amount in the annual budget for the event is between \$35,000 and \$40,000.

Board Comments:

L. Ryals-Massey stated that she sent out a couple of emails to all the Board members except, K. Johns, who she will get with later. She said the first one was about trustee training webinars coming in March from the Library of Michigan. She said while it is geared for new trustees, she believes everyone could benefit from it. She stated that she is surprised there is no requirement for Board development unlike other Boards she has previously been on. She stated the second email was about a newsletter from the Library of Michigan called Trustee Times. She said that D. Conklin will sign up Board members interested in receiving it. D. Hostetler stated that he also received the December newsletter and has registered for the trustee training.

L. Ryals-Massey stated she spoke to D. Conklin earlier today about the renaming of the Headquarters building to the William F. Delaney Headquarters. She would like to have some type of event for it and will leave it up to D. Conklin and K. Flynn.

D. Conklin asked L. Ryals-Massey for clarification about signing up for the newsletter. L. Ryals-Massey stated that she will leave it up to the Board members to sign up for it themselves.

Adjournment:

6:22 p.m.