

GENESEE DISTRICT LIBRARY BOARD MEETING
at
Genesee District Library Headquarters
5:30 p.m.
4195 W. Pasadena Ave
Flint, MI 48504
November 13, 2023
Minutes

- Call to Order: 5:30 p.m.
Oath of Office: P. Parker administered the oath of office to J. Steffey, who replaced K. Johns as a Genesee County Board of Commissioners appointee.
Present: Barnes, Crites, Hinz, Hostetler, Ryals-Massey, Steffey and Towarnicky.
Also Present: P. Parker (Corporation Counsel), D. Conklin, and A. Goldyn. Public: T. Carlton.
Absent: Conerly-Moon.
Public Comments: None.
Approval of Consent Agenda: F. Hinz moved to approve the Consent Agenda as presented. Motion supported by R. Crites. Motion passed unanimously.
Board Development: Nothing to report.
Corporation Counsel: Nothing to report.
GDL Foundation: Nothing to report.
Written Reports: J. Towarnicky stated the outreach programs are just wonderful. D. Hostetler agreed with J. Towarnicky and stated that the STEM programs are fantastic.
D. Hostetler offered kudos on the publicity for the new work and play station at Grand Blanc. He also offered kudos to the Board Chair for recommending that GDL purchase it.
D. Hostetler offered kudos to D. Conklin on the transition to the new cooperative. D. Conklin stated that we are already seeing benefits with The Library Network (TLN). D. Hostetler stated he was impressed that TLN's Director attended GDL's Annual Staff inservice and handed out promotional items to the staff.
D. Hostetler inquired if there was a processing fee associated with the online ticket sales for the annual Black History Month Brunch. D. Conklin responded that in the past there was a nominal processing fee that attendees paid when purchasing tickets online; however, that fee has been eliminated. D. Conklin stated that switching to online ticket sales was a productivity gain for staff and a convenience for attendees. For attendees the online platform shows people which tables are still available for purchase and blocks out the tables that are taken.
L. Ryals-Massey offered kudos to the team for everything they are doing.

(continued):

L. Ryals-Massey inquired about the cost of the Headquarters roof repair from the new company and D. Conklin replied it was less than \$1,900. L. Ryals-Massey stated it is a shame that GDL has to absorb that cost.

L. Ryals-Massey inquired if R. Tackabury was going to be training the public to use the new White Boards. D. Conklin replied that he will be training frontline staff how to use them first and then the frontline staff will instruct patrons how to use them.

L. Ryals-Massey thanked GDL staff for participating in the Mott Community College parade. D. Conklin stated that E. Kish and R. Tackabury volunteered to do it.

L. Ryals-Massey thanked staff for overhauling the GDL Procedure Manual. She stated the experience is great professional development. D. Conklin stated he felt it was important to include frontline staff and get their input.

L. Ryals-Massey inquired about the eligibility chart for TLN patrons and if GDL receives money from those counties participating. D. Conklin stated GDL does not receive additional money. He stated that it is only for reciprocal services from member libraries. He stated that TLN visiting patrons will not have access to our premium services, such as e-books. L. Ryals-Massey inquired about which documents needed to be modified and D. Conklin it was internal documents only, such as the Procedure Manual.

L. Ryals-Massey inquired about the cost of the ViewPoint promotion. D. Conklin stated it was approximately \$29,000; however, it was built into the Public Relations budget line.

L. Ryals-Massey inquired about the website change to use Ticket Tailor instead of Event Bright. D. Conklin stated that unfortunately he does not know the exact reason, but the CR team believes that it will work better for our needs.

L. Ryals-Massey inquired if or when GDL will receive the results of the Digital Divide survey with the University of Michigan. D. Conklin replied that we will get a copy as soon as it is completed; however, he does not have a release date.

L. Ryals-Massey stated she would like to attend the next 3-D printing class given by R. Tackabury. J. Towarnicky stated she would like to attend it too.

L. Ryals-Massey inquired if Teen Quest (of the Flint Genesee Group) was one of the organizations that we will partner with going forward and D. Conklin replied he is unsure.

L. Ryals-Massey stated that it is wonderful that H. Harrison is working with the kids housed at the Genesee County Juvenile Justice Center.

J. Towarnicky inquired about the new Assistant Finance Manager, C. Glasgow. A. Goldyn stated that she is working out fantastically. D. Hostetler inquired if she helped prepare the 2024 budget and A. Goldyn stated that the budget process was already completed when C. Glasgow started.

L. Ryals-Massey inquired about the qualifications of candidates and the change of the position title. A. Goldyn stated that it was preferred that candidates have a strong accounting background so that they can take over for her in her absence.

Monthly Statistics:

D. Hostetler stated that he really appreciates the written statistical analysis. He then inquired about the statistics for the Genesee Valley Center location and D. Conklin stated that it was just starting to recover post-Covid when the flood happened.

Monthly Statistics  
(continued):

L. Ryals-Massey thanked D. Conklin for the written narrative about the statistics. She inquired if he would be highlighting other statistics other than the door count for the end of the year. D. Conklin stated he would discuss the difference between the 2022 and 2023 years.

D. Hostetler stated he is impressed with the number of new patrons and wonders if it has anything to do with all the outreach work being done. D. Conklin stated he believes that it is a portion of it. He further stated that the National Library Card Sign-up Month in September and the new partnership with the Montrose Community Schools has also helped with issuing new library cards.

Finance Committee:

R. Crites stated a meeting was held earlier today and A. Goldyn thoroughly explained the 2024 Budget. He stated the Committee recommends the Board approve it as presented. D. Hostetler inquired about budget line labeled rent and A. Goldyn replied it is for the storage units. D. Hostetler inquired about the rent for the Genesee Valley Center location and A. Goldyn replied it is in the Public Relations budget line. D. Hostetler stated that overall it is only about a 7.5% increase over the 2023 budget. A. Goldyn stated that she tends to over estimate the expenditures and under estimate the revenue to help give some cushion at year's end.

Personnel/Policy  
Committee:

D. Hostetler reminded everyone to complete the revised Director's Evaluation form and return it by November 27. J. Towarnicky stated that if there is a negative rating that a comment explaining the rating is required.

Genesee Valley Location  
Lease Negotiations:

P. Parker gave a history of the various lease agreements for the Genesee Valley Center location. Board discussion centered on the terms of the lease and if it should be renewed. J. Towarnicky inquired about the number of people visiting the location and D. Conklin replied 33,064 in 2022. L. Ryals-Massey stated that now is the time to decide how to move forward. F. Hinz asked that the Director provide an annual usage report for this location and D. Conklin replied that information is in the annual report. L. Ryals-Massey stated she would entertain a motion as to whether or not the Genesee District Library Board of Trustees approves the lease for the Genesee Valley location as presented and negotiated by Corporation Counsel. P. Parker stated it can just be referred to as the fifth amendment to the original lease. F. Hinz moved to approve the lease agreement as presented. Motion supported by T. Barnes. Roll call: ayes – Barnes, Hinz, Hostetler, Ryals-Massey, Steffey and Towarnicky; nays – Crites. Motion passes.

2024 Budget:

R. Crites moved to accept the 2024 Budget as presented. Motion supported by F. Hinz. Roll call: ayes – Barnes, Crites, Hinz, Hostetler, Ryals-Massey, Steffey and Towarnicky; nays – none.

Strategic Plan  
Progress Report:

D. Conklin gave a short visual presentation on the Strategic Plan progress.

Viewpoint Preview:

D. Conklin played the Viewpoint video that will air on PBS. D. Conklin stated that we do not know when it will be aired, but it will be shown locally and in different markets across the country. D. Conklin stated that we also have a thirty second clip that we can use for commercials. L. Ryals-Massey inquired if K. Flynn had any input on the editing of the video. D. Conklin replied that K. Flynn made a lot of suggestions on editing the video.

Board Comments:

J. Steffey thanked everyone for being so welcoming for her first meeting.

L. Ryals-Massey wished everyone a wonderful Holiday Season.

**Agenda Number: IV Item: B**

Board Comments  
(continued):

L. Ryals-Massey reminded everyone that tickets for the Black History Month Brunch go on sale on December 4. She would like to see as many Board Members as possible in attendance.

Adjournment:

7:03 pm.