

**Mission Statement**

**To be a community destination for traditional and online resources which empower and enrich the individual.**

**GENESEE DISTRICT LIBRARY BOARD MEETING**

**At**

**Genesee District Library Headquarters**

**5:30 p.m.**

**4195 West Pasadena Avenue**

**Flint, MI 48504**

**August 15, 2016**

**Minutes**

- Call to Order: 5:32 p.m.
- Present: Armstrong, Crites, Delaney, Frazier, Lane and Ryals-Massey.
- Also Present: P. Parker, D. Conklin, and A. Goldyn.
- Absent: Bennett and Conerly-Moon.
- Public Comments: None.
- Approval of Consent Agenda: C. Lane moved to approve the consent agenda. Motion supported by W. Frazier. Motion carried unanimously.
- Board Development: Nothing to report.
- MMLC: R. Crites stated he is compiling D. Hooks’ performance evaluation results. He stated that the Personnel Committee may be interested in the evaluation form used by the co-op.
- Corporation Counsel: P. Parker stated he met with D. Conklin about renewing the lease and service agreements. He stated that the current lease and service agreements do not officially expire until the end of 2017. He stated they are typically for a term of ten years to coincide with the millage elections. L. Ryals-Massey inquired if they are considered public records and P. Parker replied that they are.
- GDL Foundation: Nothing to report.
- Written Reports:
  - L. Ryals-Massey inquired about E. Button’s new role as Community Relations Assistant. D. Conklin stated that she will only be working 20 hours per week and without benefits.
  - R. Crites inquired about the in-service day. D. Conklin stated it’s the one day a year that we can get all the staff together to cover training and policy topics. D. Conklin further stated that this year will be an eight hour day instead of the half days that we’ve had the past three years.
  - L. Ryals-Massey inquired about the mirror being installed at Beecher. D. Conklin replied that the librarian felt the need for it and requested it. D. Conklin stated that the Beecher School District was kind enough to install it for us.
  - L. Ryals-Massey inquired about book sales at author events. D. Conklin replied that it is up to the author to work the details out, as we do not handle the money for it. He stated that in this case Barnes & Noble were the ones to handle the book sales and the Genesee District Library Foundation will received a 10% commission from those sales.

Written Reports  
(continued):

L. Ryals-Massey stated she was pleased to see two staff members attended the afterhours wind down at the Chamber.

L. Ryals-Massey wanted to commend D. McGuire on his response to the request for reconsideration of a book.

M. Armstrong inquired about the wall repair at Beecher being a safety concern. D. Conklin replied it is not a safety issue.

M. Armstrong inquired about the starting time for the annual in-service. D. Conklin replied that it will begin at 8:30 am on October 10, which is Columbus Day. M. Armstrong inquired about the location. D. Conklin replied that board members will be receiving an invitation to the event.

L. Ryals-Massey inquired about any planned replacement for a cargo trailer listed on the equipment replacement list. A. Goldyn replied that there are no plans to replace it at this time as it is still in excellent shape.

Monthly Statistics: D. Conklin stated he has the I.T. Department investigating a glitch that could be causing the drop in the online database and Wi-Fi usage.

Finance Committee: Nothing to report.

Marketing Committee: Nothing to report.

Personnel Committee: L. Ryals-Massey stated that a meeting was held on July 27 at Grand Blanc to discuss the changes being made to the employee handbook and the administrative supplement. She stated that the committee recommends the board adopt the changes. She stated the committee discussed a board initiated staff recognition program, but decided against it.

Policy Committee: W. Frazier stated that they last met in May to discuss the changes being made to the policy manual. She stated that the committee recommends the board adopt the changes.

Form L-4029: C. Lane moved to approve Form L-4029 for Tax Assessment Authorization and have the appropriate members sign it. L. Ryals-Massey supported the motion. Motion passed unanimously.

Policy Manual Update: C. Lane moved to approve the revised policy manual. Motion supported by R. Crites. Roll call: ayes – Armstrong, Crites, Delaney, Frazier, Lane and Ryals-Massey; nays – none.

Employee Handbook Update: L. Ryals-Massey moved to approve the revised employee handbook. Motion supported by W. Frazier. Roll call: ayes – Armstrong, Crites, Delaney, Frazier, Lane and Ryals-Massey; nays – none.

Administrative Supplement Update: L. Ryals-Massey moved to approve the revised administrative supplement to the employee handbook. Motion supported by M. Armstrong. C. Lane stated it is a great idea to place the policy manual online for patrons to see, but inquired if there would be a need to place the employee handbook and administrative supplement online. D. Conklin stated the employee handbook and administrative supplement would only be available on the staff website. Roll call: ayes – Armstrong, Crites, Delaney, Frazier, Lane and Ryals-Massey; nays – none.

**Agenda Number: IV Item: B**

Strategic Plan Process: D. Conklin inquired how the board would like to proceed with the next strategic planning sessions. D. Conklin stated that a consultant could be brought on board and it could take anywhere from six months to a year to complete, or he could handle it in a similar manner as he did in 2013.

R. Crites inquired if D. Conklin foresees any major changes to the plan. D. Conklin replied that we have achieved many of the items; however, the largest weakness we have is the size of our staff. He further stated that when the statistics continue to show a decline in physical items checked out and an increase in digital items checked out, you need to be cautious about increasing our staff size.

L. Ryals-Massey stated that a consultant would most likely use the resources that we have available to us already. She doesn't believe that a consultant would understand the system's needs nor should we pay thousands of dollars for one. C. Lane stated she agrees. L. Ryals-Massey stated she would like to see some of the friends' groups included in the process.

Board Comments: C. Lane thanked the staff for being so successful on the millage results. R. Crites remarked that it was a pretty nice margin in which it passed.

R. Crites inquired about what to do with the millage signs. D. Conklin stated that they could be kept or recycled.

L. Ryals-Massey also thanked the staff. She also thanked C. Lane for including the vote yes for the library renewal in her personal campaign advertisements.

R. Crites inquired if an analysis was completed on the election results. D. Conklin replied that three administrators completed an analysis and that it passed in each municipality.

Adjournment: R. Crites moved to adjourn at 6:08 p.m. Motion supported by C. Lane.