

GENESEE DISTRICT LIBRARY BOARD MEETING

Via Zoom

5:30 p.m.

May 18, 2020

Minutes

Call to Order: 5:30 p.m.

Present: Bennett, Crites, Hostetler, Jones, Ryals-Massey and Towarnicky.

Also Present: C. Stritmatter (Corporation Counsel), D. Conklin, J. Klich, A. Goldyn, N. Pospiech (Consultant), A. Gamble (Lewis & Knopf), and K. Kelley (Lewis & Knopf). Public: T. Campbell, T. Carlton, E. Kish, and K. Flynn.

Absent: Conerly-Moon.

Public Comments: None.

Approval of Consent Agenda: S. Bennett moved to approve the consent agenda. Motion supported by S. Jones. Motion carried unanimously.

Board Development: Nothing to report.

MMLC: R. Crites stated that the state may reduce funding.

Corporation Counsel: Nothing to report.

GDL Foundation: J. Towarnicky stated a meeting was held on March 11. She reported that they had collected a little over \$1,000 selling DVDs. She stated that they have chosen to donate \$1,000 to the library's summer reading program.

Written Reports: S. Bennett commented that the phases for re-opening were very well thought out and inquired how he came up with it. D. Conklin stated that he had plenty of input from the administrative team and other library directors from around the state. D. Conklin also stated that A. Goldyn shared a detailed list of different distilleries selling hand sanitizer with other libraries.

D. Hostetler stated he is impressed with the number of grants; however, he noticed that very little has been received to date. D. Conklin stated that the grants have been awarded but not yet received.

L. Ryals-Massey inquired about dates for the re-opening phases and D. Conklin stated we do not know when the phases will begin because it is unknown if the stay at home order will be extended. D. Conklin stated that we will probably take the first week for staff to get acclimated to the new cleaning regime, prepping for patron social distancing and checking in thousands of items that were returned in the drop boxes while we were closed. L. Ryals-Massey inquired if we will provide masks to the public that do not have one. D. Conklin stated that we are only providing masks for our employees and we cannot require patrons to wear masks. S. Bennett inquired if a plan needs to be submitted to the state. D. Conklin stated that we will need to submit a plan, and it will be delivered to staff, the union and posted online.

S. Bennett thanked A. Goldyn and D. Conklin for making the library look good financially.

Monthly Statistics: Nothing to report.

Finance Committee: Nothing to report.

Personnel/Policy Committee: S. Bennett stated they met in February to review the strategic plan. She stated that the committee suggested a few changes and D. Conklin made them.

Headquarters Name Change: D. Conklin stated that the Genesee County Board of Commissioners approved the resolution to support the building name change for Headquarters. S. Jones moved to approve the name change. Motion supported by S. Bennett. Roll call: ayes – Bennett, Crites, Hostetler, Jones, Ryals-Massey and Towarnicky; nays – none.

Annual Audit: K. Kelly presented the highlights of the 2019 audit report results. He stated that GDL had another clean audit. He offered kudos to A. Goldyn for setting up the trust account to address and reduce the OPEB liability. S. Jones inquired why there was a shortfall in expenditures against the budget. D. Conklin explained that A. Goldyn tends to underestimate the revenues and over-estimate the expenditures in the budget to prepare for any unforeseen circumstances. S. Jones commends A. Goldyn and D. Conklin on another clean audit. S. Jones inquired about expected revenue changes in 2020 due to the COVID-19 shutdown. D. Conklin stated that we expect the penal final revenue to decrease because there aren't as many people out driving and getting traffic tickets. He also stated that we expect our fines/fees revenue to be reduced. S. Jones inquired if MERS manages the retirement fund for the library. D. Conklin stated we have two retirement plans. He stated that employees hired prior to January 1, 2013 are on a closed defined benefit plan with the Genesee County Employees' Retirement system, which does have a long-term liability. He stated that anyone after that date is on a defined contribution plan at MERS, which is fully funded. J. Towarnicky inquired if anyone knows if there will be a reduction in property tax revenue. D. Conklin stated there's no projection on that yet. L. Ryals-Massey inquired if R. Crites had heard anything about state funding from the MMLC board. R. Crites stated that is possible to see a reduction in the amount of state aid going forward. L. Ryals-Massey thanked the auditors and offered kudos to D. Conklin and A. Goldyn. R. Crites moved to approve the annual audit report. Motion supported by D. Hostetler. Motion carried unanimously.

Summary Plan

Description Addendum: J. Klich stated that ERISA requires that organizations have a summary plan description available for their employees. She stated that our current document prohibits employees borrowing against their own retirement money. She stated that studies show that most employers do allow those loans to happen and the union representative expressed concern about employees not having that option. R. Crites inquired about the loan parameters. N. Pospiech stated there are laws that regulate the minimum and maximum amounts of the loans. He stated it can also be built into the plan design; however, most that he has seen follow the Department of Labor standards. R. Crites inquired about the implementation timeline. N. Pospiech stated that it is almost instantaneous. L. Ryals-Massey inquired who would handle the loans and N. Pospiech stated that the approval and tracking would be handled by his organization. N. Pospiech stated that GDL would only handle the repayment via payroll deductions. L. Ryals-Massey stated she felt it is the right thing to do for our employees. S. Jones expressed his concerns about confidentiality and setting arbitrary limits. D. Conklin stated that the employees will work directly with N. Pospiech for the loans and A. Goldyn would only know about it for the re-payment via a payroll deduction. D. Conklin stated that the matter is being brought forward because there have been three union employees that have made inquiries about this option. S. Bennett moved to approve the summary plan description change. Motion supported by R. Crites. Motion carried unanimously.

Agenda Number: IV Item: B

2020-2022 Strategic
Plan:

S. Jones stated the plan for diversity inclusion in the strategic plan is admirable. D. Conklin stated it was discussed at the February committee meeting. S. Jones stated he did not receive a final copy of the strategic plan. L. Ryals-Massey asked D. Conklin to email it to S. Jones. S. Jones moved to table the item until the July meeting. Motion supported by J. Towarnicky.

Board Comments:

S. Bennett stated she hopes that the July meeting can be held in person.

L. Ryals-Massey thanked T. Carlton and T. Campbell for attending the meeting. She also wanted to offer kudos to K. Flynn and the community relations staff for keeping the library's social media presence active during the shutdown.

J. Towarnicky stated it is very important to keep the library's presence active at all times. She offered kudos to the community relations staff for doing it. She said that she normally prefers books, but was able to download digital books during the shutdown.

L. Ryals-Massey remarked that the digital circulation figures are probably going to be much higher than they ever have been. D. Conklin stated that the digital items are setting new usage records.

Adjournment:

S. Bennett moved to adjourn at 7:06 p.m. Motion supported by R. Crites.