

**GENESEE DISTRICT LIBRARY BOARD MEETING**  
**Via Zoom & Telephone**  
**5:30 p.m.**  
**May 17, 2021**  
**Minutes**

- Call to Order: 5:37 p.m.
- Present: Conerly-Moon (Flint Township), Crites (Flint), Hostetler (Grand Blanc Township), Johns (Burton), Ryals-Massey (Grand Blanc) and Towarnicky (Grand Blanc).
- Also Present: D. Conklin, A. Goldyn, E. Kish and A. Gamble (Auditor from Lewis & Knopf).
- Absent: Bennett and Jones.
- Public Comments: None.
- Approval of Consent Agenda: L. Ryals-Massey stated the audit report agenda item should be moved up before Board Development. V. Conerly-Moon moved to approve the revised consent agenda. Motion supported by J. Towarnicky. Motion carried unanimously. L. Ryals-Massey pointed out that the minutes should be corrected under Public Comments. She stated that instead of “none” it should be changed to “see page three”.
- 2020 Audit Report: A. Gamble introduced himself as one of the auditors from Lewis & Knopf. He stated that GDL had another clean audit and offered kudos to A. Goldyn for her handling of the finances. He presented the highlights of the 2020 audit report results. V. Conerly-Moon motioned to approve the audit report as presented. Motion supported by D. Hostetler. Roll call: ayes – Conerly-Moon, Crites, Hostetler, Johns, Ryals-Massey and Towarnicky; nays – none.
- Board Development: None.
- MMLC: J. Towarnicky stated the May meeting was canceled and the next one will be on September 9.
- Corporation Counsel: Nothing to report.
- GDL Foundation: J. Towarnicky stated the next meeting will be on June 9.
- Written Reports: D. Hostetler inquired if the Michigan Council for Arts and Culture Affairs (MCACA) grant for the roof doesn’t go through would it be covered under the Build America’s Libraries Act. D. Conklin stated that if it doesn’t go through, all the data compiled would be used in another project.
- K. Johns offered kudos to the administration for presenting the Breed & Bootleg: Legends of Flint Rap Music documentary. He believes it was a progressive move to present the content to the residents of Genesee County.
- L. Ryals-Massey stated that with the pending Michigan HB 4530 regarding millages, good customer service is more important than ever. She offered kudos to the staff offering patrons extra help, such as the Digital Services Librarian’s technology tutoring.

Written Reports  
(continued):

L. Ryals-Massey inquired about an employee injury and how it could have happened. D. Conklin replied that the employee tripped on a lid of a plastic storage tote that is being used for quarantining patron's returned materials.

L. Ryals-Massey offered great kudos to the Youth Services Librarian on her creativity for the various programs being offered. She stated that she's slightly disappointed in the lack of participation in the teen programs.

L. Ryals-Massey offered kudos to C. Wells for finding a cost effective alternative for the antivirus software. She inquired what would have been affected if a mail server attack had happened. D. Conklin stated that it would have taken down our mail server and potentially an increase in unwanted spam mail. L. Ryals-Massey offered kudos to C. Wells for being able to protect the mail server from the attack.

R. Crites stated the protocols regarding masks, building capacities and etcetera are changing. He inquired when D. Conklin thinks the buildings can go back to full capacity. D. Conklin replied he hopes that we can return to full capacity on July 1.

D. Hostetler inquired what an IRS 941 Form was used for. A. Goldyn replied it is a quarterly form to report employer tax withholding. A. Goldyn apologized for not making that distinction in the report.

Monthly Statistics:

D. Hostetler stated that he appreciates the revenue and expenditure graphs. He thanked A. Goldyn for taking the extra time to graph it. L. Ryals-Massey thanked D. Hostetler for the suggestion of creating the graph.

Finance Committee:

Nothing to report.

Personnel/Policy  
Committee:

L. Ryals-Massey stated that she is acting on S. Bennett's behalf to head the committee in her absence. She stated the committee will have a working meeting on May 19.

Michigan Council for Arts and  
Cultural Affairs Capital  
Improvement Grant:

D. Conklin stated that K. Flynn and her team have worked really hard on this grant application. He stated the grant would be anywhere from \$70,000 to \$100,000 and it is a matching grant. He stated the grant application process does require approval from our Board of Trustees. He stated that if we receive the grant, then we would follow the required requisition steps. He stated the steps would be posting an RFP in the newspapers and receiving sealed bids. He stated the grant requires the work to be completed after October 1, 2021. He stated that he believes the work would actually be completed in early 2022. J. Towarnicky inquired how any remaining balance would be paid. D. Conklin replied that it would be paid out of GDL's capital improvement fund. V. Conerly-Moon motioned to approved the grant application. Motion supported by J. Towarnicky. Roll call: ayes – Conerly-Moon, Crites, Hostetler, Johns, Ryals-Massey and Towarnicky; nays– none. L. Ryals-Massey inquired about the application deadline and D. Conklin replied he believes it is June 1.

Board Comments:

R. Crites mentioned the portrait session and inquired how the pictures would be used. L. Ryals-Massey stated that during the airing of the Black History Month Celebration on abc12, she noticed that no pictures of previous or present board and administrative members were shown. She thought it would be a good idea to get professional pictures of the current board members and put them in the Headquarters branch. She stated board members should call Hicks Studio in Davison to set-up their picture session for June. V. Conerly-Moon stated she has not received information regarding pictures.

Board Comments  
(continued);

L. Ryals-Massey stated that an email was sent to each board member. V. Conerly-Moon stated she did not receive it and asked that it be sent again. D. Conklin stated that he would mail the information to her house.

R. Crites stated that he's been a board member for quite awhile, but he still doesn't know how the library staff is structured. He suggested creating an organizational chart to include in the new trustee manuals along with brief job descriptions for each position. L. Ryals-Massey stated she had asked D. Conklin to have each member of the administrative team give a short presentation to the Board, beginning with the July meeting, about their job functions. R. Crites stated that when he first started as a board member, he did not receive a trustee manual. He stated that he recently asked D. Conklin for a copy. He stated he thinks the manual could be condensed for easier understanding.

L. Ryals-Massey stated that the Personnel/Policy Committee will be taking a look at the Trustee By-Laws and possibly suggesting changes in regards to the expectations of new board members.

V. Conerly-Moon inquired if GDL is still producing annual reports and L. Ryals-Massey replied we are. V. Conerly-Moon stated she cannot find one for last year. D. Conklin stated that digital copies are available on the website.

L. Ryals-Massey stated that she has been talking with D. Conklin about the strategic plan. She stated that the previous one expired at the end of 2019. She stated that D. Conklin is placing a notice on the website that it is being revised. She stated that she and D. Conklin are working to obtain a strategic planner to help with the process. She stated they are also working to find someone to provide Diversity, Equity and Inclusion training for the Board and staff. Very important to understand "implicit bias." She stated that while GDL is doing great things, she believes we can do more.

D. Hostetler stated he attended the Michigan Library Advocacy Day on April 28. He stated that they were encouraged to have direct contact with our State Legislators. He stated he spoke with D. Conklin about it and was given information that eased his mind. He stated that he knows there are some libraries in the state that are struggling financially and he's relieved that GDL is in good hands with A. Goldyn watching the finances.

L. Ryals-Massey stated she hopes everyone read that a little dedication ceremony is being planned for July 19 for the William F. Delaney-Headquarters building. She stated she hopes everyone read the wonderful note from M. Delaney. She stated she doesn't know where the individual city libraries would be today if W. Delaney and others hadn't come together to form a county-wide library system.

Adjournment:

6:20 p.m.