

GENESEE DISTRICT LIBRARY BOARD MEETING
at
Genesee District Library Headquarters
5:30 p.m.
4195 W. Pasadena Ave
Flint, MI 48504
January 22, 2024
Minutes

- Call to Order: 5:30 p.m.
Present: Barnes, Hostetler, Ryals-Massey, Steffey and Towarnicky.
Also Present: D. Conklin, A. Goldyn, E. Kish and J. Ekleberry.
Absent: Conerly-Moon, Crites and Hinz.
Public Comments: None.
Approval of Consent Agenda: J. Towarnicky moved to approve the Consent Agenda as presented. Motion supported by T. Barnes. Motion passed unanimously.
Board Development: Corporation Counsel not present.
Corporation Counsel: Nothing to report.
GDL Foundation: J. Towarnicky stated a meeting was held on December 13. She stated that in 2023 the Foundation took in \$1,323.15 from the DVD cart sales and \$1,525.99 from the Kroger rewards program. She stated they decided to be a Gold Sponsor for the Black History Month Brunch.
Written Reports: D. Hostetler inquired if the Viewpoint segments were going to appear on the GDL website. D. Conklin replied it will be on our YouTube channel and he will send the links to the Board.
D. Hostetler stated that what H. Harrison is doing with the local schools is absolutely remarkable.
L. Ryals-Massey asked Board Members to RSVP for the Black History Month Brunch. She encouraged everyone to attend the annual event.
L. Ryals-Massey stated that the relationship with the Dolly Parton Imagination Library is awesome. She stated that initially it was restricted to certain zip codes within Genesee County. She stated that the partnership with the Flint & Genesee Literacy Network is also wonderful.
D. Hostetler congratulated A. Goldyn on ending another year with a surplus and hopes it continues. A. Goldyn stated there is a healthy reserve fund in case there's another downturn in property tax revenue like 2008.
J. Towarnicky stated it is great that A. Goldyn attends various webinars and conferences to stay up to date on accounting regulations. L. Ryals-Massey stated that staff professional development is very important.

Written Reports  
(continued):

T. Barnes inquired why we would be sending payments other libraries. A. Goldyn replied that our patrons are allowed to check out materials from other libraries. She stated that sometimes those items are lost or damaged and the owing library needs to be reimbursed.

Monthly Statistics:

D. Hostetler stated that he was impressed that the physical visits continue to increase. L. Ryals-Massey thanked D. Conklin for continuing to include the written narrative to go with the statistics.

Finance Committee:

Nothing to report.

Personnel/Policy  
Committee:

D. Hostetler stated the Committee met to review the Director's evaluation feedback and tally the results. He stated that he and L. Ryals-Massey met with D. Conklin earlier today to present the evaluation results.

2023 Budget  
Adjustments:

A. Goldyn stated the amendments do not increase the overall budget total. She stated it is simply reallocating funds to the various budget line items. J. Steffey moved to approved the budget amendments as presented. Motion supported by D. Hostetler. Roll call: ayes – Barnes, Hostetler, Ryals-Massey, Steffey, and Towarnicky; nays – none.

Patron Computer &  
Print Management  
Vendor Change:

D. Conklin introduced J. Ekleberry, Technical Services Manager, and E. Kish, Branch Operations Manager. He stated that both managers are former frontline staff and understand the troubles with the current patron computer and print management system. J. Ekleberry stated that with the new system patrons can send print jobs from anywhere and then go to the library to release them for printing. He stated that the documents will be stored on the server for 24 hours only. L. Ryals-Massey inquired when would the patron be charged. J. Ekleberry stated that they would only be charged when the document is actually printed. J. Steffey inquired if people can pay with cash. J. Ekleberry replied they can pay with cash at the kiosk or at the staff desk. J. Steffey inquired if people without a library card would still be able to print documents and J. Ekleberry said yes. T. Barnes inquired if we offer scanning. E. Kish stated that we currently offer scanning with the Xerox copiers. She stated that you can insert a USB drive into the machine or it can be sent to an email address. L. Ryals-Massey inquired if staff does the scanning or if it is self-service and J. Ekleberry replied it is self-service unless the patron asks for help. L. Ryals-Massey inquired about how much money do we receive from patron printing. A. Goldyn replied that in 2023 we had approximately \$44,000 in printing and copier revenue. J. Towarnicky inquired about paper sizes available. E. Kish stated that the printers can only print on standard letter and legal size, but the copiers can print up to 11" x 17" size. J. Steffey inquired how patrons can send print jobs from home. J. Ekleberry stated that they can use an app, they can drag and drop it on the GDL website, or they can email it to our print email address. L. Ryals-Massey inquired if there will be any down time where public printing will not be available and D. Conklin replied he doesn't think there will be any down time. D. Conklin stated that currently each branch has a dedicated server to handle just the print management system. He stated that with the new system there will only be one main server at Headquarters to handle all the branches. L. Ryals-Massey inquired what other libraries are using the new system. J. Ekleberry replied that Flint Public Library, Kent District Library and Detroit Public Library are using it. T. Barnes moved to purchase the new patron computer and print management system. Motion supported by J. Towarnicky. Roll call: ayes – Barnes, Hostetler, Ryals-Massey, Steffey and Towarnicky; nays – none.

**Agenda Number: IV Item: B**

Director Evaluation: D. Hostetler stated that D. Conklin's evaluation rating average was 3.625 based on the feedback from the Board. He stated that there were approximately twenty comments that were reviewed. J. Towarnicky moved to accept the Director's Evaluation as presented. Motion supported by D. Hostetler. Roll call: ayes – Barnes, Hostetler, Ryals-Massey, Steffey and Towarnicky; nays – none.

2024 Director Goals: D. Hostetler listed off the 2024 Director goals. He stated that the goals would be sent to each of the Board Members. T. Barnes inquired if the goals could be amended after reviewing the document and L. Ryals-Massey replied most definitely. J. Steffey moved to approve the 2024 Director goals as presented with the option to amend at the March meeting. Motion supported by T. Barnes. Roll call: ayes – Barnes, Hostetler, Ryals-Massey, Steffey and Towarnicky; nays – none.

Board Comments: T. Barnes stated his daughter recently needed a new library card and was disappointed with the design choice. J. Ekleberry stated that he will be ordering new library cards soon and will see if they can be redesigned.

J. Towarnicky stated she recently had a meeting at the Grand Blanc-McFarlen branch and used the Vibe board. She said it was really easy to use. L. Ryals-Massey inquired if staff are monitoring the use of the Vibe board. D. Conklin stated that staff does not monitor the use; however, the staff have been trained on how to use it.

J. Steffey stated that she's excited, as an instructor at Mott Community College, to learn about the printing options available to the public. She stated it will be very helpful to the online students that do not have printers at home.

L. Ryals-Massey stated she attended the MLA Zoom de-escalation training. She stated that it was extremely helpful and she's glad it is available for our staff.

L. Ryals-Massey asked that the Policy/Personnel Committee meet with D. Conklin to schedule some additional Board development training.

L. Ryals-Massey stated that again it would be nice to see all the Board Members at the annual Black History Month Brunch.

L. Ryals-Massey stated that there is a virtual Trustee Roundtable meeting on February 21<sup>st</sup> and she has distributed the information for it.

D. Conklin stated that a special board meeting will need to be held to approve our e-rate services before the next regular meeting in March. He stated the services would include new network cabling at all the branches. He stated that the meeting could be held at the Grand Blanc-McFarlen location as it would be more convenient for most of the Board Members. Further discussion centered on possible meeting dates and it was decided to be held on March 7<sup>th</sup> at 5:30 pm.

Adjournment: 6:36 pm.