

## APPROVED

**KDL**  
Kent District Library

**Information.  
Ideas.  
Excitement!**

## **BOARD OF TRUSTEES MEETING MINUTES**

### **LOCATION**

KDL Meeting Center (814 West River Center Dr., Comstock Park, MI 49321)

### **DATE**

Thursday, January 17, 2019 at 4:30 p.m.

**BOARD PRESENT:** Shirley Bruursema, Andrew Erlewein, Sheri Gilreath-Watts, Charles Myers, Tom Noreen, Caitie S. Oliver, Penny Weller

**BOARD ABSENT:** Allie Bush Idema

**STAFF PRESENT:** Jaci Cooper, Lindsey Dorfman, Randy Goble, Claire Horlings, Brian Mortimore, Laura Powers, Kurt Stevens, Lance Werner

**GUESTS PRESENT:** Ethan Oliver

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#### **I. CALL TO ORDER**

Chair Weller called the meeting to order at 4:30 p.m.

#### **II. PLEDGE OF ALLEGIANCE**

#### **III. LIAISON REPRESENTATIVE COMMENTS – None**

#### **IV. PUBLIC COMMENTS – None**

#### **\*V. CONSENT AGENDA**

A. Approval of Agenda

B. Approval of Minutes – December 20, 2018, Open and Closed Sessions

**Motion:** Mr. Noreen moved to approve the consent agenda as presented.

**Support:** Supported by Ms. Oliver.

**RESULT:** Motion carried.

#### **VI. FINANCE REPORTS – December 2018**

The Director of Finance gave a brief overview of the December cash report and the revenues and expenditures. Cash appears to be up \$3 million. Like the previous months, cash appears to be up higher than it actually is due to outstanding transfers that run behind. Cash is actually up about \$1 million. KDL is 100% through the fiscal year, and revenues are just over budget by approximately \$200k. Expenditures are at 90.3% of budget. Ms. Powers reminded the Board that the budget was planning on using the fund balance, and KDL is closer to 94% of actual revenues. The Finance Department continues to review things and anticipates a few more end-of-year to invoices to trickle in. Last month, Ms. Powers projected that about \$700k would be added to the fund balance, but now she estimates about \$1.3 million. As Finance continues to get better information, she can give a more accurate estimate, but she does not anticipate adding more than \$1.3. Ms. Powers still plans to keep the board apprised, and there will be 2 to 3 more soft closes before the data for the fiscal year is finalized and ready for the audit.

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Lake Michigan Union was the recipient of the largest check this month. The check was for a sum of money was deposited into KDL employees' health savings accounts at the beginning of the year.

The Board requested to receive future check registers that are sorted in descending order of check sum rather than by check number.

**Motion:** Ms. Bruursema moved to receive and file December 2018 finance reports as presented.

**Support:** Supported by Mr. Myers.

**RESULT:** Motion carried.

## VII. LAKELAND LIBRARY COOPERATIVE REPORT

Shirley Bruursema noted that the regular January LLC Board meeting was canceled due to a lack of agenda items.

## VIII. DIRECTOR'S REPORT – December 2018

Director Werner highlighted the 2018 accomplishments from the Director's report and said he was proud of staff for the terrific year KDL had. Director Werner asked for updates to the Board regarding the following:

- Ms. Horlings gave an update on the year-end appeal. Approximately \$35,656 was received including some January donations. 19% of those who were solicited gave a gift, which was great news since the national average of year end appeal donations is between 6 -12%. The year-end appeal funded approximately 83 booster packs. Nearly 41% of donations were received online, which was very encouraging and perhaps indicated a younger donor-base. There were 28 new donors, and Ms. Horlings plans to follow up with new donors and donors who gave gifts for the reading booster packs to continue building relationships with them.
- Ms. Dorfman gave an informal update about the KDL Service Center redesign. The Board discussed storage for the Bookmobile and company vans and what the process will look like as the projects get approved. Ms. Dorfman intends to give a formal presentation to the Board once KDL and Via Design complete their exploratory phase.

The Board asked questions of staff and staff responded.

## IX. NEW BUSINESS

### A. Conflict of Interest Statements and Board Code of Ethics

The Board signed the Conflict of Interest Statement and the Board Code of Ethics Form for 2019 and gave signed copies to Executive Assistant Jaci Cooper to file.

### B. 2019 Credit Card Agreement

Per the KDL Finance Department, the Board is now required to sign a credit card agreement at the beginning of each year (or when new members join the Board) agreeing to the terms and conditions for each use. That will prevent trustees from having to sign one for each use.

### C. KDL Board Training Planning and Dates

Chair Weller proposed a few dates for the Board to meet together for an all-day training session. Chair Weller plans to have someone from the Johnson Center for Philanthropy to conduct a mandatory, all-day training session for the KDL Board of Trustees. The Board selected Tuesday, March 26 as a date and the details will be finalized in the upcoming weeks.

### D. Library Director Evaluation

**Motion:** Ms. Bruursema moved to approve and file the 2018 Library Director Evaluation.

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**Support:** Supported by Ms. Oliver.

**RESULT:** Motion carried.

**X. LIAISON REPRESENTATIVE COMMENTS** – None

**XI. PUBLIC COMMENTS** – None

**XII. BOARD MEMBER COMMENTS**

**Ms. Bruursema:** Ms. Bruursema is keeping busy with millages this year, which, she mentioned, is atypical for an off-year. Ms. Bruursema wished everyone a happy new year.

**Mr. Erlewein:** Mr. Erlewein commented that he likes the new board packet format, and that he enjoyed reading the therapy dog story in the Director's Report.

**Ms. Gilreath-Watts:** Ms. Gilreath-Watts reminded everyone that Monday is Martin Luther King Jr. Day and she encouraged everyone to honor it as day of service. She is excited and passionate about it.

**Mr. Myers:** Mr. Myers expressed his excitement for Sunday Afternoon Live at the Cascade branch this weekend.

**Mr. Noreen:** Mr. Noreen congratulated Ms. Oliver on her new baby boy.

**Ms. Oliver:** Ms. Oliver thanked everyone for the card, KDL stuffed elephant, and well wishes after having her baby. She mentioned that she is willing to take on more volunteering for KDL if she is needed during her maternity leave.

**Ms. Weller:** Ms. Weller said she is eager to leave for her vacation next week.

**XIII. MEETING DATES**

*Regular Meeting: Thursday, February 21, 2019 – KDL Plainfield Branch – 4:30 p.m.*

**XIV. ADJOURNMENT**

**Motion:** Mr. Erlewein moved for adjournment at 5:11.

**Support:** Supported by Mr. Noreen.

**RESULT:** Motion carried.



PENNY WELLER, KDL BOARD CHAIR  
(IN SECRETARY'S ABSENCE)

