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Excitement!

BOARD OF TRUSTEES

Meeting Minutes

LOCATION: KDL Grandville Branch (4055 Maple St SW, Grandville, MI 49418)

DATE: Thursday, February 15, 2018 at 4:30 p.m.

Board Present: Shirley Bruursema, Lee Cook, Andrew Erlewein, Tom Noreen, Penny Weller, Sherrie Barber Willson, Craig Wilson

Board Absent: None

Staff Present: Joshua Bernstein, Michelle Boisvenue-Fox, Lindsey Dorfman, Sheri Glon, Randy Goble, Linda Krombeen, Missy Lancaster, Laura Powers, Kurt Stevens, Lance Werner, Carrie Wilson

Guests Present: Bill Brinkman, Joanna Hogan, Jan Schuiling

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- Jan Schuiling, member of the Friends of Grandville, acknowledged the Board for all they do. Ms. Weller thanked Jan for her time with the Alliance of Friends.

V. CONSENT AGENDA

A. Approval of Agenda

B. Approval of Minutes – January 18, 2018 Minutes

C. Request for Late Closing of the Grandville Branch at 9:00 PM on Friday, April 20, 2018 to accommodate the City of Grandville's annual Art and Chocolate Walk.

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

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

VI. BRANCH MANAGER'S REPORT – Joshua Bernstein

- 2017 was a busy year for the Grandville branch, with increases across the board in Circulation (3%), Outreach (10%), Programming (11%), SRC completers (8%) and Visitors (2%).
- Starting next month, Grandville will host the second annual combined community reads program with the Wyoming branch. This year will focus on a book called *How Dare the Sun Rise* by Sandra Uwiringiyimana, which details her experience escaping a massacre in the Democratic Republic of the Congo, and coming to the states as a refugee when she was in middle school. The author will be coming to speak to Grandville and Wyoming high schools, and will be doing a public presentation on March 26 in Wyoming.
- Grandville staff is getting very excited about a flagship program coming up in a few weeks on March 3. Grandville will host a Battle of the Books program, which will take place at the high school. This event involves an all-morning quiz competition with 20-30 teams of kids competing over their knowledge of the 6 titles for the year. Between the teams, the coaches, and all the people who come to watch, there will likely be 300-400 people there that day.
- One of the big areas of focus for the branch in the last year has been outreach. Staff tried many things, but there are two outreach programs to highlight. One is Let's Talk Books, which is a book

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talking outreach to area 4th through 6th graders, sponsored by the Kiwanis Club of Grandville and Hudsonville. The other is our Mobile Library outreach. This is an outreach program where instead of asking people to come to the library, staff brings the library to them. Staff does this every three weeks at the Middle School, the High School, and the YMCA.

- The Grandville branch has established a strong relationship with the city and the DDA to help join forces on city events. Highlights from the last year include the Fall Festival, Harry Potter-themed events, winning the annual scarecrow contest, and, most recently, the father-daughter breakfast, which included a birdhouse crafting stop. One of the next events is coming up on April 20 and is called the Art and Chocolate Walk.
- The City of Grandville has been looking into the possibility of expansion to the library over the last year. A space needs assessment was completed with an initial design and price estimate established. More recently in October a fundraising feasibility study was completed and there is now a fundraising campaign proposal for the city to consider entering. They will next be taking up the issue of the fundraising campaign during the annual budget workshop in March.

The Board asked questions and Josh Bernstein responded.

VII. FINANCE REPORTS – January 2018

- Board requested that the consulting hours for HR and IT be included in the monthly Board packets.
- Ms. Powers, the Director of Finance, reported that annual State Aid report has been submitted and so has the LBPH portion.
- Powers commented that the account labeled OverDrive in the financials was incorrectly labeled and it should be cloudLibrary. This will be fixed for next month.
- The Director of Finance presented financial results for January 2018. The cash on hand increased approximately 18% over the prior year. Revenue was approximately 50% of the budgeted amount for 2018 and up approximately 10% over the prior year. Expenditures were approximately 9% of the budgeted amount for 2018.

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

Support: Supported by Mr. Cook.

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Shirley Bruursema noted that the Lakeland Library Cooperative Board meeting was held on February 8, 2018:

- There were no action items for LLC this month but the new Director, Carol Dawe was present. Carol comes from a consortium in Illinois and is pleased with LLC and the staff thus far.
- Marla Ehlers stated that they GRPL is hopeful to have a new director by April 1.
- The Audit report was also presented and there were no issues.

VIII. DIRECTOR'S REPORT – January 2018

Director Werner highlighted the following items:

- Director Werner thanked everyone for coming to Denver for his Librarian of the Year award ceremony. He thanked Lindsey Dorfman and Gail Madziar for the speeches they gave.
- Director Werner stated that he had a Discussion with Pen Foster on a possible online high school GED program coupled with a skilled trades career. The candidate would then get an apprenticeship and be hired. It would be the first program of its kind, and he is thinking of partnering with Godfrey Lee, Kelloggsville, and/or Kent City.
- Leadership Team has decided to do two all-day retreats to foster ideas and invite speakers in to challenge them and be in the forefront of innovation.

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- Director Werner met with the ALA Policy Corps in Denver to discuss legislative issues on the federal level. He will be doing a lot more with the group and travel to Washington DC for meetings.
- Director Werner acknowledged Maggie McDaniel for 37 years of service and Sandy Graham for 32 years of service. He is very appreciative of both them and is inspired.
- Ms. Dorfman gave an update on Kelloggsville. She stated that they hired a fulltime librarian to work with the school and KDL. This is a joint position between the two, and both will be sharing in the costs. As of February 1st, the branch had been open for 12 days and they had over 3600 visitors, registered 804 students for library cards and in the first four days 494 of the students had used their card.
- Director Werner acknowledged that Randy Goble was the new Director of Communications.

Joanna Hogan updated the Board on the assessment of fundraising that she has been doing with KDL and staff:

- KDL is in the “doing stage” of the fundraising. There is good record-keeping, but KDL does not know their donors very well. Fundraising is also important to the organization, but needs it to be incorporated in the day-to-day activities.
- There are four pieces of the puzzle:
 - Internal (staff and Board members)
 - Fund Development Board
 - Friends groups – This is the next focus for the assessment. Joanna wants to get to know the Friends groups and see how KDL and Friends interact.
 - Townships and Cities
- Joanna will continue to come back and update the Board.

The Board asked questions of staff and staff responded.

X. NEW BUSINESS

A. Board Retreat and Board Orientation

Chair Weller stated the Board retreat is tentatively set for September 11. Part of the retreat is to onboard new members. Chair Weller asked for volunteers to host the retreat. Mr. Erlewein volunteered, and Ms. Willson and Ms. Bruursema offered to help. Breakfast will be made by Board members and Mr. Noreen said he would help with getting options for catering lunch.

B. KDL Policy Manual – Section 2: Circulation (first reading)

Lindsey Dorfman reviewed changes, and the Board asked for a change in the non-resident cards by making a fee schedule rather than changing the dates each year. The changes will be made, and a second reading will happen in March.

* C. Issue Analysis: SirsiDynix System Administrator (first reading)

Carrie Wilson presented the Issue Analysis on the SirsiDynix System Administrator request. KDL strongly desires to have the expertise necessary to provide exceptional library services and user experiences by leveraging the technical features that are possible with SirsiDynix. A review of industry best practices reveals that having an onsite SirsiDynix expert is the best solution to fixing immediate issues all while forming a team of ILS experts.

The Board tabled the discussion and asked staff to bring back measurement and outcomes and a center of excellence.

D. Resolution: First 2018 Budget Amendment

Because of the budget amendment’s direct relationship to SirsiDynix System Administrator Issue Analysis, the Board collectively decided to table this resolution.

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E. Resolution: UAW Local 2600 Contract – Vesting Schedule

Roll-Call Vote

Motion: Mr. Cook moved to approve the UAW Local 2600 vesting schedule contract as presented.

Support: Supported by Ms. Bruursema.

Roll call taken by the Secretary:

Ms. Bruursema – Yes

Mr. Cook – Yes

Mr. Erlewein- Yes

Mr. Noreen – Yes

Ms. Weller– Yes

Ms. Willson – Yes

Mr. Wilson – Yes

RESULT: Motion carried 7-0.

- XI. LIAISON REPRESENTATIVE COMMENTS – Bill Brinkman stated that Valentine’s Day was a great day for KDL and Plainfield because it was tax day. Mr. Brinkman also stated that Plainfield Township is installing a system to get rid of all PFAS in the drinking water.

- XII. PUBLIC COMMENTS – None

- XIII. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema attended ALA Midwinter and said it was a good time. Lance’s award party was the best, and she appreciated the dinner they had afterwards with KDL and the representatives from Baker & Taylor. Ms. Bruursema asked about the Books for Texas, and Director Werner stated that we have 50,000 items, and the truck is leaving for Texas soon. On February 28, Lance and Ms. Bruursema will be attending a millage workshop that they have done before. March 9 is the Alliance of Trustee workshop in Southfield. The other meeting is set to be on October 5 in Lansing. The Federal government will not have funding for libraries on the budget for 2019. Ms. Bruursema asked that everyone contact their representatives and senators to advocate for library funding.

Mr. Cook: Mr. Cook commented on how great of a job Josh Bernstein does as manager of the Grandville Branch.

Mr. Erlewein: Mr. Erlewein stated that he appreciates how the Cascade Branch is gearing programs for the holiday break and reaching out to the youth and teens.

Ms. Weller: Ms. Weller said that Lance’s party was fantastic, and that she is so proud of him and all of his accomplishments. Ms. Weller was very excited that she got to see a bookmobile in Denver that was the same manufacturer as the one KDL is making. While in Denver, she also took some time to see other 24 hour libraries and how they worked. Next week, Ms. Weller is meeting with a Lowell resident who is interested in being on the KDL Board.

Ms. Willson: Ms. Willson brought her daughter to the Board Meeting because she wanted her to see what mom was doing while she was away from the family and the importance of it. Sherrie thanked staff for the time they spent on the issue analysis, and thanked Josh for hosting the Board meeting.

- XIV. MEETING DATES

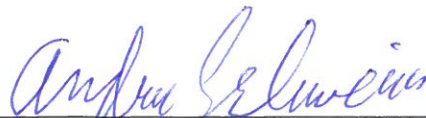
Regular Meeting: Thursday, March 15, 2018 – KDL Service and Meeting Center – 4:30 p.m.

- XV. ADJOURNMENT

Motion: Ms. Willson moved for adjournment at 6:28 p.m.

Support: Supported by Mr. Wilson.

RESULT: Motion carried.



ANDREW ERLEWEIN, KDL BOARD SECRETARY