

Approved

LOCATION: KDL Meeting Center (814 West River Center Drive, NE, Comstock Park, MI 49321)

DATE: Thursday, March 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: Michelle Boisvenue-Fox, Jaci Cooper, Calli Crow, Lindsey Dorfman, Sheri Glon, Randy Goble, Morgan Hanks, Julia Hawkins, Claire Horlings, Liz Knapp, Linda Krombeen, Missy Lancaster, Shaunna Martz, Brian Mortimore, Jackie Olmstead, Laura Powers, Pat Rosloneic, Karen Small, David Specht, Kurt Stevens, Kai Tang, Vanessa Walstra, Lance Werner, Carrie Wilson, Heather Wood-Gramza, Paula Wright, Jennifer Zeilbeck

Guests Present: Bill Brinkman, Joanna Hogan, Dave Miller, Kevin Schulte, Barbara Vanderveen

I. CALL TO ORDER

Chair Weller called the meeting to order at 4:31 p.m.

II. PLEDGE OF ALLEGIANCE

III. LIAISON REPRESENTATIVE COMMENTS – Bill Brinkman announced that Plainfield Township is pursuing legal action against Wolverine Worldwide, and they are seeking to make a safer public water system to eliminate all PFAs from the water.

IV. PUBLIC COMMENTS- Chair Weller called Barbara VanderVeen up to present a special surprise tribute to Director Werner on behalf of the Secretary of State, Ruth Johnson, for his recent Librarian of the Year award and his impact on and contributions to Michigan libraries. Ms. Vanderveen read a section of the tribute and commended Director Werner for his commitments to library science and libraries across the state. On behalf of the Secretary of State, Ms. Vanderveen stated that she joins with staff, library supporters, schools, patrons, businesses, and lawmakers in congratulating Lance Werner on this prestigious award.

Many of the branch managers and staff members exited the meeting after the tribute.

V. CONSENT AGENDA

A. Approval of Agenda

B. Approval of Minutes – February 15, 2018

C. Request for Early Opening of the Krause Memorial Branch at 9:00 a.m. on Saturday, June 2, 2018 to accommodate the Reading Rocks in Rockford event.

D. Request for Late Opening of the Krause Memorial Branch at 1:00 pm on Saturday, June 9, 2018 to accommodate the Start of Summer Parade.

E. Request for Late Opening of the East Grand Rapids Branch at 11:00 a.m. on Saturday, June 23, 2018 to accommodate the Reed's Lake Run.

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

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

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VI. FINANCE REPORTS – February 2018

Ms. Powers thanked everyone for their patience with the Finance Department as they undergo many new transitions.

Ms. Powers pointed out that a \$6.9 million transfer in-transit at the end of February 2017 wasn't recorded in either cash balance at the end of the month and therefore the cash balance appeared to be up 63% this year. When the transfer is taken into consideration, the increase is approximately 11%, which is more in line with what is expected.

Revenues were at about 67% of the 2018 budget. Expenditures were at about 15% of the budgeted amount.

The Finance Department is on their third preliminary version of the December financials. Ms. Powers anticipates only one more preliminary version before 2017 can be finalized and completed. The preliminary net change in fund balances is about \$2.9 million.

The tax revenue received through the end of February is approximately \$1.4 million less than the same time period in the prior year. This difference is likely due to timing of deposits received.

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

Support: Supported by Mr. Cook.

RESULT: Motion carried.

VII. LAKELAND LIBRARY COOPERATIVE REPORT

Shirley Bruursema noted that there were no motion items under new or unfinished business at the March 8, 2018 Lakeland Library Cooperative Board meeting.

Marla Ehlers announced at the LLC meeting that contact was going on between GRPL and a possible candidate, and Ms. Bruursema confirmed that Grand Rapids Public Library hired a new director from Romeo District Library.

The LLC meeting was followed up by a presentation on cloudLibrary by Bibliotheca. KDL staff members Kurt Stevens, Michelle Boisvenue-Fox, and Carrie Wilson were also a part of the presentation to address any questions the LLC had about KDL's transition to the platform. The presentation was well-attended and well-received.

VIII. DIRECTOR'S REPORT – February 2018

Director Werner highlighted the following items:

- Director Werner announced Linda Krombeen's upcoming retirement and thanked her for securing grant funding for the Bookmobile and for leaving an incredible mark on KDL with her creation of Literary Libations and all of her work in the Fund Development capacity. Ms. Krombeen's last day is March 31.
- Director Werner invited Joanna Hogan and Claire Horlings up the podium. Ms. Hogan gave an update and introduced Ms. Horlings as the new interim Fund Development Manager and stated she will be working closely with Ms. Krombeen before she leaves, and will have support from Ms. Hogan as they determine the future of KDL's fund development department. Ms. Horlings will be working in the interim capacity for three months.
- Missy Lancaster was asked to give a building update on KDL's Service and Meeting Center. Last year, Ms. Lancaster had 3-4 roofers come out to assess the damages to the roof. All of the roofers concluded that the patches that have been done in the past were not the correct material, and they would only hold up for so long. To properly address the issue, the tin roof must be resealed or retrofitted. Ms. Lancaster has been in contact with an expert in the industry who helped the Flat

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River Library with their roofing issues. The roof has not been replaced since KDL purchased the building 20 years ago. A seal over the tin roof would prevent water from seeping in through the insulation. Ms. Lancaster will bring an Issue Analysis and a budget amendment resolution to the Board next month to utilize some of the money set aside in a reserve for these types of projects.

- Director Werner commented on some staffing changes: he offered congratulations to Jackie Olmstead for 42 years with KDL, announced Barb DeYoung's retirement, and said that Ruben Campos, Manager of Community Engagement, is now officially gone.
- Director Werner invited Ms. Boisvenue-Fox, Mr. Mortimore, and Mr. Stevens up to talk about their respective consulting projects.

The Board asked questions, mostly in regard to KDL's consulting work, and staff responded.

IX. OLD BUSINESS

A. KDL Policy Manual – Section 2: Circulation (second reading)

Motion: Ms. Bruursema moved to approve the policy manual changes to section 2 as revised.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

B. Issue Analysis: SirsiDynix System Administrator (second reading)

Motion: Ms. Bruursema moved to approve the SirsiDynix System Administrator as presented.

Support: Supported by Mr. Noreen.

RESULT: Motion carried 4-3.

Since this Issue-Analysis passed on a 4-3 vote, Mr. Cook brought up that per Robert's Rules, there must be an opportunity for discussion upon a split vote. Some of the board members were concerned that the presented model is not the most cost-effective means of getting administrative support for SirsiDynix, and that it may limit an already slim candidate pool. In order to rationalize the high cost, the Board wanted to ensure that the advantages of an on-site person will outweigh the advantages of the cheaper option of employing a remote consultant who would come for an initial engagement and periodic check-ins. The Board discussed the importance of whether or not the candidate should have current affiliations with SirsiDynix.

Carrie Wilson explained the changes and the additions to the Issue Analysis that addressed the Board's questions and concerns at the previous Board meeting. Ms. Wilson pointed out that the Issue Analysis asks for the most expensive option in case that ends up being the option that KDL uses, but that KDL is actively seeking other ways to fulfill this role. KDL would rather present the full cost to the Board and end up spending less than present a viable cost option only to find that more money is needed down the road.

The Board questioned why SirsiDynix does not feel an obligation to fix the ILS issues staff struggles with, but the issues are more than occasional bugs and more about staff being fully educated on the platform's functionality. Ms. Wilson assured the Board that SirsiDynix is fulfilling their contract, but bringing an expert onsite would present an opportunity for a knowledge-transfer process and for KDL to focus efforts on improving user experience for both patrons and staff.

C. Resolution: First 2018 Budget Amendment

Roll-Call Vote

Motion: Ms. Bruursema moved to approve the first 2018 Budget Amendment as presented.

Support: Supported by Mr. Noreen.

Roll call taken by the Secretary:

Ms. Bruursema – Yes

Mr. Cook – No

Mr. Erlewein- Yes

Mr. Noreen – Yes

Ms. Weller– Yes

Ms. Willson – No

Mr. Wilson – No

RESULT: Motion carried 4-3.

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X. NEW BUSINESS

A. Broadview Product Development Presentation

Broadview Product Development presented on the “Media Sanitizer” they are engineering for KDL. Dave Miller introduced himself as a product developer and Kevin Schulte, the Head of Sales. The media sanitizer prototype looks like a baking cart with shelves and heats up to 200 degrees, a temperature that was determined based on research and testing. The sanitizer will be located in the Service Center rather than one at each branch. The device would eradicate insects like bed bugs and odors like smoke and marijuana.

B. Issue Analysis: Proposal for Audit Services (first reading)

Laura Powers explained why she recommends Maner Costerisan as the firm for KDL’s future audits. KDL put out an RFP and received a total of five proposals back. Some firms were not selected due to minor mathematical errors, price, and proposed hours.

The Board would like, in part, to be involved in the interview process for the Audit Firm, so the Issue Analysis was tabled and will be revisited at the April meeting after the interview has been conducted.

C. Issue Analysis: 2017 Information Technology Projects (first reading)

Mr. Stevens explained that this motion would just approve the movement of the funds that were previously approved by the Board in the 2017 budget. Because the projects were not completed within the last fiscal year, the funds were not utilized and were rolled into the Fund Balance at the end of the year.

Mr. Stevens answered questions the Board had regarding the Issue Analysis.

Motion: Mr. Wilson moved to approve the 2017 Information Technology Projects issue analysis as presented.

Support: Supported by Mr. Cook

RESULT: Motion carried.

D. Resolution: Second 2018 Budget Amendment

Roll-Call Vote

Motion: Mr. Wilson moved to approve the first 2018 Budget Amendment as presented.

Support: Supported by Mr. Cook.

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 – None.

XII. PUBLIC COMMENTS – None

XIII. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema announced that she and Lance recently did a millage campaign workshops and gave an update on the millage campaigns she is participating in this year.

Mr. Cook: Mr. Cook thanked Linda and congratulated her on her retirement. Mr. Cook also announced that April will be his last Board meeting. He is moving out of the KDL service area.

Mr. Erlewein: Mr. Erlewein pointed out the World Affairs Council events in April, and thought that it seemed interesting.

Ms. Weller: Ms. Weller said that she has worked closely with Linda, being on Fund Board as well as the Board of Trustees, so she wanted to thank her and let her know she appreciates all that she has done.

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Mr. Wilson: Mr. Wilson congratulated Linda for her huge contribution to KDL by creating Literary Libations. Mr. Wilson said that there are a lot of events in the city, and that Literary Libations is truly one of the best.

XIV. MEETING DATES

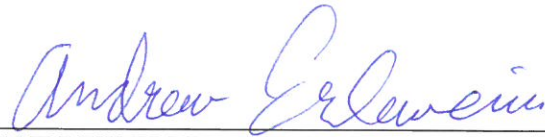
Regular Meeting: Thursday, April 19, 2018 – KDL Service and Meeting Center – 4:30 p.m.

XV. ADJOURNMENT

Motion: Ms. Bruursema moved for adjournment at 6:52 p.m.

Support: Supported by Mr. Wilson.

RESULT: Motion carried.



ANDREW ERLEWEIN, KDL BOARD SECRETARY

