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Kent District Library

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Ideas.
Excitement!**

BOARD OF TRUSTEES MEETING MINUTES

LOCATION

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

DATE

Thursday, March 21, 2019 at 4:30 p.m.

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

BOARD ABSENT: None

STAFF PRESENT: Michelle Boisvenue-Fox, Jaci Cooper, Lindsey Dorfman, Randy Goble, Claire Horlings, Liz Knapp, Missy Lancaster, Brian Mortimore, Laura Powers, Kurt Stevens, Lance Werner

GUESTS PRESENT: None

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 – February 21, 2019
- C. Request for Late Closing of the Grandville Branch at 9:00 PM on Friday, April 26, 2019 to accommodate the City of Grandville's Annual Art and Chocolate Walk.
- D. Request for Closing of the Walker Branch at 2:00 pm on Friday, April 18, 2019 to accommodate a City of Walker carpet cleaning request.

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

Support: Supported by Ms. Idema.

RESULT: Motion carried.

VI. FINANCE REPORTS – February 2019

- The Director of Finance gave a brief overview of the February cash report and the revenues and expenditures. Cash appears to be up \$1 million over the same time in the prior year. KDL has received 66.8% of budgeted revenues for the year. Though this figure seems high, the majority of KDL's revenue is received early in the fiscal year, such as the winter tax bill, so this is in line with what is to be expected. KDL is 16.7% through the year, and has spent 16.3% of budgeted expenditures, so expenditures are right on track. Ms. Powers pointed out a report in the financials that compares 2018 to 2019 – the property tax revenue discrepancy noted with the January financials has resolved itself.

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- Priority Health was the recipient of the largest check for the month of February. That is pretty standard, so Ms. Powers pointed out the second-largest check, which was to Gale Cengage Learning, KDL's online high school degree partner.

Motion: Mr. Erlewein moved to receive and file February 2019 finance reports as presented.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

VII. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema reported on the following items from the LLC meeting:

- Lakeland Library Cooperative is beginning the 2019-2020 budget, so the finance committee will be meeting soon to discuss what is proposed.
- Grand Rapids Public Library (GRPL) is going fine-free for children's materials.

VIII. DIRECTOR'S REPORT – February 2019

- Director Werner introduced Liz Knapp as the new branch manager of Comstock Park. Ms. Knapp is also the current branch manager of the Tyrone Township Branch and will be a shared manager for the two branches. Ms. Knapp has worked in libraries for about 20 years, formerly at GRPL, until coming to KDL three years ago. Ms. Knapp is excited to have two extremely awesome teams, and has enjoyed getting to know community members in each community. She thanked former Comstock Park Branch Manager, Nancy Mulder, for helping with the transition by making introductions. Ms. Knapp said she enjoys working for KDL because she is a valued member of the KDL family and staff feel safe to take exciting risks together.
- Director Werner updated the Board on the recent pipe burst at the East Grand Rapids Branch. The branch is still open in a limited capacity. The emergency resulted in standing water on both floors, damage to materials (about 100 books) and technology (4 computers), but most notably, damage to the building. Director Werner was there earlier for a desk shift and took a moment to commend EGR staff. The staircase is closed, but the elevator is open. A lot of people said response to the incident went very smoothly, and offered thanks to Lindsey and Kurt for showing up.
- In other building news, the Service Center thought there was a gas leak in the server room and called emergency services. Director Werner got everyone off campus. The issue was checked out and it turned out there was a sewer gas issue. The two emergencies resulted in a closer examination and update of KDL's Emergency Response Manual, including creating a contingency plan for Patron Services.
- Director Werner turned it over to Ms. Horlings to give an update on the following:
 - **Reading Booster Packs Update:** Approximately \$9,265 has been raised for the Reading Booster Packs as of today, which provides about 92 booster packs to our branches of the 500 total being distributed. Donations raised approx. 15% of the total number of booster packs needed. A follow-up letter was sent to all 81 donors, updating them on the total raised for this project and thanking them again for their support. Of that total, about 26 are brand new donors to KDL, including some staff members.
 - **Stewardship Update:** KDL mailed a thank you letter and a copy of the spring Kaleidoscope issue to the 113 new donors from 2018-present who live in Michigan. KDL also mailed or hand-delivered copies of this spring issue to a select number of loyal donors, Gala committee volunteers and new prospects.
 - **Gala Update:** Total commitments made to sponsor and actual payments made as of today are approximately \$38,300. All four authors have been booked: Susan Wiggs, Leif Enger, Catherine Chung, and Peter Swanson.

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The Board asked questions of staff and staff responded.

IX. NEW BUSINESS

A. KDL Service Center Redesign Update

Ms. Dorfman gave an update on the progress of the KDL Service Center Redesign. There weren't many changes in the last month, and tentative adjacencies were shared with the Board, but KDL Leadership Team are still finalizing them and bringing them back to Via one more time. A project deadline has not yet been established.

B. KDL Policy Manual – Section 2: Circulation

Ms. Boisvenue-Fox pointed out five changes to Section 2: Circulation that were shown in the packet in red text with corresponding footnotes. Notable changes include providing full access to non-resident cards, a \$15 increase to the non-resident card due to the added features, and changing youth cards to student cards.

Motion: Mr. Noreen moved to approve the revisions to Section 2: Circulation of the KDL Policy Manual as presented.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

C. Issue Analysis: Overdue Fine Elimination (*First Reading*)

Ms. Boisvenue-Fox proposed the Issue Analysis to remove overdue fees for all materials, and explained that fines are archaic and penalize the people that need the service the most. Eliminating fines removes the need for some uncomfortable staff-patron interactions, increases circulation, and promotes good will. Many libraries who have implemented the elimination of fines are firm believers in it. The process would be implemented in June for Summer Reading, recognizing that there will be a necessary education component so that patrons are aware of what it entails.

The Board asked questions of staff and staff responded.

Motion: Mr. Myers moved to approve overdue fine elimination as presented.

Support: Supported by Ms. Bruursema.

RESULT: Motion carried.

X. LIAISON REPRESENTATIVE COMMENTS – None

XI. PUBLIC COMMENTS – None

XII. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema summarized her Friends of Michigan Libraries (FOML) newsletter included in the packet and explained that due to an administrative miscommunication, libraries did not get a renewal notice, but KDL is now a member again. Ms. Bruursema mentioned an April 5 workshop, and said that there will be another workshop in the fall.

Mr. Erlewein: Mr. Erlewein mentioned that he recently attended the Rockford Expo where local businesses showcase their products. Lynn Afendoulis was there, and he spoke to her about library funding and advocated for libraries.

Ms. Gilreath-Watts: Ms. Gilreath-Watts thanked Ms. Horlings for providing her with a brochure and was proud of KDL for the new Career Online High School programs. Ms. Gilreath-Watts is eager to go

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back to her work at a high school to exchange similar ideas about eliminating fines in their school library, and mentioned that at some schools, students cannot take their exams until they pay their library fines.

Ms. Idema – Ms. Idema apologized for not being at the last two meetings, but appreciates the thorough minutes to read and get caught up. Ms. Idema also conveyed her appreciation for the footnotes in the policy manual changes and how detailed and well-researched the last issue analysis was.

Mr. Myers: Mr. Myers announced that he will call in to next month's meeting because he is scheduled to be out of town.

Mr. Noreen: Mr. Noreen announced that he will not be at the April meeting as he will be in Washington for work.

Ms. Oliver: Ms. Oliver spoke about her involvement with the League of Women Voters. She reached out to the Gaines, Kentwood, Byron Center branches to set up an informational booth about the new changes resulting from the approval of Proposition 3.

Ms. Weller: Ms. Weller went over the details of the upcoming March 26 Board Training.

XIII. MEETING DATES

Regular Meeting: Thursday, April 18, 2019 – KDL Service & Meeting Center – 4:30 p.m.

XIV. ADJOURNMENT

Motion: Ms. Oliver moved for adjournment at 6:01 p.m.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.



ALLIE BUSH IDEMA, KDL BOARD SECRETARY