

APPROVED



BOARD OF TRUSTEES

LOCATION

Hosted via remote connection per Governor Whitmer's Executive Order 2020-15.

DATE + TIME

Thursday, April 16, 2020 at 4:30 PM.

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: Katie Blakeslee, Jaci Cooper, Lindsey Dorfman, Sheri Glon, Randy Goble, Claire Horlings, Annette Miller, Kelaine Mish, Brian Mortimore, Laura Powers, Kurt Stevens, Lance Werner, Carrie Wilson

GUESTS PRESENT: Jan Schuiling

1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:33 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: February 20, 2020
- C. Request for Late Close – Grandville Branch to close at 9:00 PM (3 hours late) on April 24, 2020 in order to accommodate Grandville's Art & Chocolate Walk.
- D. Request for Early Open – Krause Memorial to open at 9:00 AM (half hour early) on June 6, 2020 to host opening ceremony for Reading Rocks in Rockford festival.
- E. Request for Late Open – Krause Memorial to open at 1:00 PM (3½ hours late) on June 13, 2020 to participate in Rockford's annual Start of Summer Parade.
- F. Request for Late Open – East Grand Rapids Branch to open at 11:00 AM (1½ hours late) on June 27, 2020 in order to accommodate Reed's Lake Run.
- G. Request for Early Close – Walker Branch to close at 2:00 PM (3 hours early) on August 28, 2020 for carpet cleaning service.

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

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

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4. LIAISON REPRESENTATIVE COMMENTS – None.

5. PUBLIC COMMENTS** – Jan Schuiling gave the following update on the Alliance of Friends:

- So far, the Alliance of Friends has raised over \$24K for KDL's Summer Wonder.
- Of all donors, the Cascade and East Grand Rapids Alliance of Friends gave especially generous gifts of approximately \$10K each.
- The next meeting will be the first Wednesday of June. All are invited to come.

6. FINANCE REPORTS – February & March 2020*

- The Director of Finance gave a brief overview of the 2020 year-to-date financials.
- Cash appears to be up \$2M over the previous year.
- KDL is 25% through the fiscal year, has received 86.6% of budgeted annual revenues and has spent 21.2% of budgeted expenditures.
- In March, KDL received the first half of the Talking Book & Braille Center (TBBC) State Aid.
- The largest checks written for the month of March was to CDW Government, Inc. in the amount of \$176,785 for the scheduled quadrant technology refresh and TerHorst & Rinzema Construction Co. in the amount of \$117,630 for the Bookmobile garage addition.
- The voided check report included one check for an event that ended up being canceled.
- The state of Michigan has extended the regular deadline for the annual audit report. KDL's Finance team will still begin auditing the week of April 27, but will be scheduling for the extension to account for any unanticipated workflow interruptions.

Motion: Ms. Weller moved to receive and file February & March 2020 finance reports as presented.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

7. LAKELAND LIBRARY COOPERATIVE REPORT

There were no LLC meetings in February and March. Ms. Bruursema gave an update on the following items regularly discussed through weekly LLC Zoom meetings:

- Library systems and committees are still meeting remotely to address various issues.
- There will be no minutes for March or April meetings as these were cancelled.
- Patrons and employees alike are anxiously awaiting renewed access to the library.

8. DIRECTOR'S REPORT – February & March 2020

- Director Werner took a moment to praise the great work that all KDL staff have put in during Governor Whitmer's Stay-at-Home order, emphasizing that KDL is fortunate to employ such a diverse group of passionate individuals. Specifically, Director Werner also thanked the leadership team for their willingness to remain flexible and work through the challenges of this unprecedented time.
- KDL is still working on the 2021-2023 Strategic Plan, as well as the Equity, Diversity and Inclusion (EDI), even though things have slowed down considerably due to COVID-19.
- KDL is currently working on a reopening plan for late spring in cooperation with the Kent County Health Department and CDC. Some ideas being considered shortened hours and

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compressed employee schedules, limiting the number of people in the building at one time and curbside pickup. The Library's number one priority is safety.

- There are currently no reported cases of COVID-19 amongst any KDL employees.
- Director Werner thanked the board for their continued encouragement and support.

Claire Horlings gave the following update on Fund Development:

- As of the date of this meeting, total donations (along with pledges) received from the Alliance of Friends and other Friends Groups equals approximately \$24,300. KDL thanks the Friends Groups and the Alliance of Friends for their support. Special thanks to the Cascade Friends and EGR Friends for their generous lead gifts, and also to Jan Schuiling and Dave Padula for all of their hard work.
- The Library's request for \$15K from the Consumers Energy Grant was not awarded. Although KDL has been awarded this grant in the past, the foundation indicated that at this time resources are being directed to other critical needs in the state.
- The Library recently submitted an application for a \$15K PNC Foundation grant and currently awaits reply.
- Literary Libations has garnered approximately \$19.8K in sponsorships with an approximate pledge total of \$19K so far. KDL is currently considering a contingency plan for the Gala if it doesn't take place due to social distancing.
- Fundraising during COVID-19: Stewardship is key. KDL acknowledges that donors will have to likely prioritize their giving at this time; thus, resources and donations may be impacted.
- April 19-25 is National Library Week. This is a perfect opportunity to remind the public why libraries are so important, especially during this pandemic, when so many are experiencing economic hardship and social isolation.

The Board asked questions of staff and staff responded.

9. NEW BUSINESS

A. KDL Policy Manual – Section 1: Collection and Reference—*Second Reading*

Per Carrie Wilson: Small changes were made to the text for clarity and consistency.

Motion: Mr. Myers moved to approve the proposed changes to the KDL Policy Manual as presented.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

B. Resolution: Billing Rate for Foster Swift Legal Services

Roll Call Vote

Motion: Ms. Gilreath-Watts moved to approve the increased billing rate for Foster Swift Legal Services as presented.

Support: Supported by Ms. Weller.

Ms. Bruursema—Yes

Mr. Erlewein—Yes

Ms. Gilreath-Watts—Yes

Ms.

Idema—Yes

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Mr. Myers—Yes

Mr. Noreen—Yes

Ms. Oliver—Yes

Ms.

Weller—Yes

RESULT: Motion carried 8-0.

10. LIAISON REPRESENTATIVE COMMENTS – None.

11. PUBLIC COMMENTS** Jan Schuiling thanked KDL for their work during this time.

12. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema wished to thank each and every person for their work during this time of closure. In light of Board Secretary Allie Bush Idema’s June 1 resignation from KDL’s Board of Trustees, Ms. Bruursema wished Ms. Idema “nothing but the best” and expressed hope that she would serve on the board again in the future, should an opportunity arise. In closing, Ms. Bruursema thanked Director Werner for his leadership and wisdom during this time.

Mr. Erlewein – Mr. Erlewein thanked KDL leadership and staff for doing such a great job during the COVID-19 shutdown. He added that KDL’s online webinar, “The Future of Work,” was especially interesting under the circumstances and encouraged everyone to participate in future sessions.

Ms. Gilreath-Watts – As a teacher, Ms. Gilreath-Watts is especially proud of KDL’s efforts to support the community and finds it a testament to the leadership and kindness of the workers. On March 8, Ms. Gilreath-Watts attended a Sunday Afternoon LIVE! at the Cascade Branch. She was in awe of the library’s ability to host such an event and hopes to see more like it in the near future.

Ms. Idema – For Ms. Idema, it has been a joy to serve on KDL’s Board of Trustees and witness the library’s response to crisis. Unfortunately, as of June 1, 2020, Ms. Idema will be resigning from the Board of Trustees as her family is moving to a home outside of the region she represents. She has learned so much during her time on the board and is sad to go.

Mr. Myers – Mr. Myers remarked that the entire KDL staff and leadership team make him so proud to be a member of this Board of Trustees.

Mr. Noreen – Mr. Noreen is also proud to be a part of KDL. Especially during quarantine, his entire family has been an avid consumer of KDL materials. He thanked Ms. Idema for her time and service on the board.

Ms. Oliver – Ms. Oliver is proud to be part of an organization that takes such good care of its staff, emotionally and financially during these hardships. She is excited to see so many new ideas being generated during this time of crisis and is especially excited to see so many people in the community completing the Winter Reading Challenge.

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Ms. Weller – Ms. Weller is proud of KDL during this time and has enjoyed receiving positive feedback from satisfied patrons in regards to online storytimes and other programming. She is grateful to KDL's leadership team for encouraging things like this to happen.

13. MEETING DATES

Regular Meeting: Thursday, May 21, 2020 via remote dial-in connection.

14. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 5:35 PM.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

A handwritten signature in blue ink that reads "Allie Bush Idema". The signature is written in a cursive, flowing style.

ALLIE BUSH IDEMA, KDL BOARD SECRETARY