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Kent District Library

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Excitement!**

BOARD OF TRUSTEES MEETING MINUTES

LOCATION

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

DATE

Thursday, April 18, 2019 at 4:30 p.m.

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

BOARD ABSENT: None

STAFF PRESENT: Jaci Cooper, Lindsey Dorfman, Randy Goble, Missy Lancaster, Brian Mortimore, Laura Powers, Sara Proano, Kurt Stevens, Lance Werner

GUESTS PRESENT: Bill Brinkman, Melissa Duke, Sherri Lopez

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 – March 21, 2019

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

Support: Supported by Ms. Oliver.

RESULT: Motion carried.

VI. FINANCE REPORTS – March 2019

- The Director of Finance gave a brief overview of the March cash report and the revenues and expenditures. Cash appears to be up 1.5 million over the same time in the prior year. A recent transfer to Kent County Pool Fund of 9 million dollars will show up in April's financial statement. KDL is 25% through the year, has spent 22.9% of budgeted expenditures, and has received 88.9 percent of the budgeted revenue, which is expected since many revenue sources come at the beginning of the fiscal year.
- Ms. Powers reported that her team is preparing for the 2018 audit.
- Ms. Powers drew attention to overdue fines on page 12 of the financial statements (GL 4658). Last month, the KDL Board approved going fine fee. Ms. Powers confirmed that KDL met and exceeded the target budgeted amount for 2019.
- Priority Health was the recipient of the largest check for the month of March. The second largest check was to Citizens for KDL's annual insurance bill.

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Motion: Ms. Oliver moved to receive and file March 2019 finance reports as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

VII. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema reported on the following item from the April 11, 2019 LLC meeting:

- Board Development: A Friends of the Library discussion regarding a survey, recruitment, and obtaining a 501(3)(c) status.

VIII. DIRECTOR'S REPORT – March 2019

- Director Werner recognized Ms. Dorfman for being named a “Mover and Shaker” in the library industry by the national publication, Library Journal. Ms. Dorfman was honored in the Community Builders category for her commitment to the profession and her good work in shaping KDL's service model and addressing Michigan's low third grade reading scores.
- Director Werner announced that KDL won a Best and Brightest Award in Michigan. A staff member nominated KDL, and then Best and Brightest organization sent staff members an assessment that asked about working conditions, practices, benefits, and culture. Out of 6,100 employers who were nominated, just over 150 were selected as winners.
- KDL is hosting Next Nexus: An Equity, Diversity, and Inclusion Summit and panel in May. Over 100 attendees are registered.
- Mr. Mortimore spoke about the new staffing model he and Ms. Dorfman are working on. This is a very inclusive and fluid effort: the two of them are meeting with managers and then staff to discuss a vision to create more opportunities to protect their time, to do meaningful planning, and promote internal growth. The Gaines and EGR branches are piloting this in the fall. KDL is in a very strong position to try this with no pressure or a rigid deadline.

The Board asked questions of staff and staff responded.

Mr. Noreen exited the meeting.

IX. NEW BUSINESS

A. KDL Service Center Redesign Update

Ms. Dorfman gave a brief update on the progress of the KDL Service Center Redesign. Via Design met with Leadership Team and the adjacencies were finalized.

B. KDL Policy Manual – Section 3: Operations & Facilities *First Reading*

Ms. Cooper pointed out changes to Section 3: Operations & Facilities that were shown in the packet in red text with corresponding footnotes. Minor language changes have been made to reflect current practices. The biggest change concerns the Lost and Found Policy, specifically how debit cards, credit cards, purses, and wallets are handled by staff when found.

Motion: Ms. Oliver moved to approve the revisions to Section 3: Operations & Facilities of the KDL Policy Manual as revised.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

C. Issue Analysis: RFP for KDL Service Center Bookmobile Addition *First Reading*

- Ms. Dorfman shared some impact stories and statistics about the Bookmobile to convey its success within the communities and the importance of protecting this asset. Ms. Dorfman reported that KDL looked into housing it offsite, but it was costly and inefficient for staff

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workflow. Ms. Dorfman outlined the reasons why Terhorst & Rinzema was selected as the recommended contractor for the project, and shared the projected timeline for the project's completion, if approved.

Motion: Mr. Myers moved to approve TerHorst & Rinzema as the contractor for the new KDL Service Center Bookmobile addition as presented.

Support: Supported by Ms. Bruursema.

RESULT: Motion carried.

D. Resolution: First 2019 Budget Amendment *Roll-Call Vote*

- In light of the bookmobile RFP being passed, Ms. Powers presented the first budget amendment for 2019.

Motion: Mr. Erlewein moved to approve the first budget adjustment as presented.

Support: Supported by Ms. Oliver.

Ms. Bruursema – Yes Mr. Erlewein – Yes Ms. Gilreath-Watts – Yes Ms. Idema – Yes

Mr. Myers - Yes Mr. Noreen – Absent Ms. Oliver– Yes Ms. Weller – Yes

RESULT: Motion Carried 7-0.

E. Resolution: Schools & Libraries Universal Services (E-Rate) for 2019-20 *Roll-Call Vote*

- Mr. Stevens opened by highlighting that KDL has been participating in eRate for the last five or six years. Mr. Stevens reviewed the annual eRate process for the Board, and explained how KDL plans to use the funding from each of the two categories.

Motion: Ms. Bruursema moved to approve the Resolution for Schools and Libraries Universal Services (E-Rate) for 2019-20. This resolution authorizes filing of the Form 471 applications for funding year 2019-20 and the payment of the applicant's share upon approval of funding and receipt of services.

Support: Supported by Ms. Gilreath-Watts.

Ms. Bruursema – Yes Mr. Erlewein – Yes Ms. Gilreath-Watts – Yes Ms. Idema – Yes

Mr. Myers - Yes Mr. Noreen – Absent Ms. Oliver– Yes Ms. Weller – Yes

RESULT: Motion Carried 7-0.

F. Board Retreat Detail Discussion

- Chair Weller asked the Board if they were interested in having their annual retreat and if they would like to bring in the consultant they had for a half day of training to finish the other half of his presentation. Ms. Cooper indicated she would send a Doodle poll out to establish dates that worked for everyone.

X. LIAISON REPRESENTATIVE COMMENTS – Mr. Brinkman reported on the recent happenings in Plainfield Township:

- The Wolverine Worldwide PFAs case is still ongoing.
- The Rogue River Campground the township purchased recently had more contamination than anticipated.
- The Plainfield Township Board is going to tackle a strategic plan for catastrophes and disasters. The plan will address the flood plain. The river is not too far from KDL Service and Meeting Center, so this plan is especially relevant.
- Last Monday, the American and Canadian Treasurers Association presented Mr. Brinkman with a plaque and a certification. At 88, Mr. Brinkman holds the title of the oldest public treasurer in the state of Michigan.

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XI. PUBLIC COMMENTS – None

XII. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema wished everyone a Happy Easter and thanked everyone for their presentations.

Mr. Erlewein: Mr. Erlewein was one of 65 attendees at the Kentwood Branch this past Monday night for a World Affairs Council on watershed and said he enjoyed it.

Ms. Gilreath-Watts: In honor of National Poetry Month, Ms. Gilreath-Watts read the poem, “My First Memory (of Librarians)” by Nikki Giovanni and said she is honored to be a part of the library.

Ms. Idema: Ms. Idema thanked everyone again for their thorough work.

Mr. Myers: Mr. Myers said “Hello” from the Kentucky Blue grass area.

Ms. Oliver: Ms. Oliver recently started a book club in her neighborhood and has been using KDL’s Book Club in a Bag. Ms. Oliver also expressed her excitement about being a part of the Game of Thrones bracket KDL created, and concluded by saying she is enjoying being on the Board and proud of the wonderful things KDL does.

Ms. Weller: Ms. Weller mentioned that she is thrilled that KDL is moving ahead with the garage for the bookmobile to make sure it is properly protected. Ms. Weller also highlighted Administrative Assistants Day coming up on April 24 and thanked Ms. Cooper for all she does.

XIII. MEETING DATES

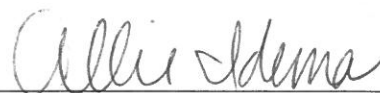
Regular Meeting: Thursday, May 16, 2019 – KDL Kentwood Branch – 4:30 p.m.

XIV. ADJOURNMENT

Motion: Ms. Idema moved for adjournment at 6:03 p.m.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.



ALLIE BUSH IDEMA, KDL BOARD SECRETARY