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Kent District Library

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Ideas.
Excitement!**

BOARD OF TRUSTEES MEETING MINUTES

LOCATION

KDL Kentwood Branch (4950 Breton Rd SE, Kentwood, MI 49508)

DATE

Thursday, May 16, 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, Cheryl Cammenga, Jaci Cooper, Randy Goble, Melissa Lancaster, Brian Mortimore, Kip Odell, Laura Powers, Kurt Stevens, Henrietta Vaandrager, Lance Werner (via teleconference)

GUESTS PRESENT: Bill Brinkman, John Bradley, Dan Kasunic

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 – April 18, 2019
- C. Request for Closing – Reschedule of the Alto Branch In-Service Day from February 12, 2019 to August 20, 2019 due to an inclement weather closing.
- D. Request for Closing – Reschedule of the Gaines Branch In-Service Day from October 17, 2019 to October 24, 2019 due to scheduling conflict with Michigan Library Association Conference.

Motion: Ms. Bruursema moved to approve the consent agenda as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

VI. BRANCH MANAGER UPDATE – CHERYL CAMMENG

- The current Kentwood branch location opened in August 2010, so the 9 year anniversary is fast approaching.
- One of the favorite features of the building is the view from the second floor, which looks out over the airport and open fields on the location of the former Kent County dump. Since the area has been designated as a Superfund site, there will be no buildings to block the view in the future. The plan for the area includes surface recreation only.

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- Kentwood's eight study rooms are also very popular and are in constant use throughout the day. Staff regularly need to ask users to vacate a room so that another person can use it, and many of our study room users are here daily.
- Enough credit cannot be given to Angela Culp, Kentwood Circulation Manager, and the entire Kentwood team for being a wonderful group of people to work with and providing exceptional service for our patrons every day.
- Two of Kentwood's librarians have been selected to participate in the four month "Manager in Training" program at the Englehardt branch this year: Crystal Logan-Syrewicze just returned to Kentwood branch on May 1 after being at Lowell since January. Hennie Vaandrager, Youth Specialist, will be heading over to Lowell from September through December 2019.
- Ms. Vaandrager was awarded the KDL Ambassador award at All Staff this year. She is a member of the countywide Partners in Reading Success program and the Mission: Read! taskforce. She is also the Chair of the KDL Youth Specialists and the Co-Chair of the KDL Summer Reading Workgroup. In addition to all that, she is participating in a communitywide group that is transforming Summer Reading to Summer Wonder. All of Kentwood's adult and youth staff are active on multiple workgroups, programs, and outreach activities.
- The Kentwood branch enjoys a close partnership with the City of Kentwood. Kentwood has an active afterschool ARCH program that brings students to the library and the librarians to the students. Our annual Touch-a-Truck program is a favorite for both the City departments and the library staff. The Kentwood Parks and Recreation Department hosts their summer concert series and farmers market on the library property, as well as many other recreational programs in the library community room.

The Board asked questions of Ms. Cammenga and she responded.

VII. FINANCE REPORTS – April 2019

- The Director of Finance gave a brief overview of the April cash report and revenues and expenditures. Cash appears to be down, but when timing delays from Huntington and KCPF are taken into consideration, cash is actually up \$1.5 million over the prior year. KDL is 33% through the fiscal year. KDL has spent 29.8% of the budget and received 89.4% of revenues.
- The KDL Finance team is deep in the audit process.
- The largest check written for April was to Bibliotheca for approximately \$145k for self-check units lease.

Motion: Ms. Idema moved to receive and file April 2019 finance reports as presented.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted the following items from the May 9, 2019 LLC meeting:

- LLC's fiscal year begins October 1, so members are busy working on the budget. Concerns were brought up about incorporating state aid into the budget and that libraries should be cognizant that those funds may be allocated to state road initiatives.
- A new date was established for the September Board meeting to accommodate a few state-level events. The new meeting date is September 9.

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IX. DIRECTOR'S REPORT – April 2019

Director Werner highlighted the following items from the Director's Report:

- Director Werner said "Hello!" from Salt Lake City, where he is speaking at the Utah Library Conference. He did a preconference session on library advocacy and has another keynote to deliver tomorrow. He will also be getting a tour of the Salt Lake City Library.
- Director Werner announced that Ms. Boisvenue-Fox will be departing in July to take on her new role as Director of the Mesa County Library System. Director Werner and team gave her warm congratulations and wished her the best on her new endeavor. Director Werner noted how her departure will affect various departments in the organization.
- KDL leadership and staff continue to work on programs to provide medical, legal, and dental services in some of the branches.
- KDL had over 3000 completers for the winter reading program, Let it Snow, which was a big increase – up around 40% – from last year.

The Board asked questions of staff and staff responded.

X. NEW BUSINESS

A. KDL Strategic Plan Update

- Ms. Boisvenue-Fox presented the activities from the 2018-2020 Strategic Plan that were in progress or complete, and KDL leadership is scheduled to present another update in November.

B. KDL Policy Manual – Section 2: Circulation *First Reading*

- Ms. Cooper pointed out changes to Section 2: Circulation that were shown in the packet in red text with corresponding footnotes. Due to the approval of the elimination of overdue fines in March, all language concerning overdue fines has been removed or rewritten.

Motion: Mr. Noreen moved to approve the policy manual changes to section 2 as presented.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

C. Resolution: 2020 LSTA Grant Application *Roll Call Vote*

- The LSTA grant is federal money given by the State Library and is outside of the KDL budget. Staff want to try mailing materials to students during the summer who have low reading scores and transportation barriers. Having a grant would allow KDL to pilot this and expand it if it is successful.

Motion: Mr. Myers moved to approve the Statement of Assurances in which KDL agrees to comply with the statutes, rules, regulations, and executive orders in order to be eligible for receipt of federal assistance pursuant to the Library Services and Technology Act (LSTA), 20 U.S.C. § 9121 et seq., contract/grants program administered by Library of Michigan.

Support: Supported by Mr. Erlewein.

Ms. Bruursema – Yes

Mr. Erlewein – Yes

Ms. Gilreath-Watts – Yes

Ms. Idema – Yes

Mr. Myers – Yes

Mr. Noreen – Yes

Ms. Oliver – Yes

Ms. Weller – Yes

RESULT: Motion Carried 8-0.

D. Resolution: Special Liquor License for SuperPartyWonderDay *Roll Call Vote*

Mr. Odell reported that over 3000 people attended SuperPartyWonderDay last year, gave an update on the event and what can be expected this year. In addition to beer and wine, root beer and kombucha will be served.

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Motion: Ms. Idema moved to adopt a resolution for Kent District Library to obtain a special license to serve alcohol on August 11, 2019 for the SuperPartyWonderDay event at Millennium Park.

Support: Supported by Ms. Gilreath Watts.

Ms. Bruursema – Yes

Mr. Erlewein – Yes

Ms. Gilreath-Watts – Yes

Ms. Idema – Yes

Mr. Myers - Yes

Mr. Noreen – Yes

Ms. Oliver– Yes

Ms. Weller – Yes

RESULT: Motion Carried 8-0.

XI. LIAISON REPRESENTATIVE COMMENTS – Mr. Brinkman gave an update from Plainfield Township. The Township reviewed their strategic plan and goals on Monday. Mr. Brinkman announced that a new community center is in the works, and gave another update on the township's PFAs water situation. He concluded by inviting everyone to the township's Memorial Day celebration coming up over the holiday weekend.

XII. PUBLIC COMMENTS – Ms. Boisvenue-Fox announced that this will be her last Board meeting and thanked everyone at KDL for the last 15 and a half years. She was initially hired at Kentwood, so it seems to have come full circle to have her last meeting here.

XIII. BOARD MEMBER COMMENTS -

Ms. Bruursema – Ms. Bruursema reported that Hastings won their millage after losing it last year. They lost it by 17 last year and won by 73 this year, so their funding will be secured for another 10 years.

Ms. Bruursema attended the State of the County speech, which was the first time Kent County has done this. Ms. Bruursema was disappointed they did not mention the libraries' significant role in the county, but she emailed them and pointed this out.

Ms. Bruursema concluded by saying that last week's Next Nexus (Equity, Diversity, and Inclusion Workshop) and All Staff were two of the best she's attended. Ms. Bruursema was proud to see so many libraries and nonprofits from all over the state attend the EDI event, and was proud that Seattle Public Library was impressed with KDL's culture and operations.

Mr. Erlewein – Mr. Erlewein expressed his interest in the LSTA grant that KDL is applying for and gave kudos to KDL, specifically to the Collection Development Department, for filling 95% of patron purchase requests.

Ms. Gilreath-Watts – Ms. Gilreath-Watts was happy to see that two finalists in the KDL Teen Poetry Contest were Grandville students from her poetry club who she encouraged to participate.

Ms. Idema – Ms. Idema wished Ms. Boisvenue-Fox the best and said that Mesa County is so lucky to have her as their new leader.

Mr. Myers – Mr. Myers reported on yesterday's KDL Pension Board meeting. The plan is 115% funded, and not many businesses and organizations can say that. They have been in good shape and it has really been in a position to stay on course.

Mr. Noreen – Mr. Noreen apologized for being late and announced that he will miss attending the June meeting in person and will be calling in from Fairbanks, Alaska.

Ms. Oliver – Ms. Oliver announced that May marks her one-year anniversary of serving on the Board. Ms. Oliver spoke about Dolly Parton's Imagination Library program and discovered that it is all over

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Michigan but not in Kent and Ottawa Counties because no one has championed this effort yet, and expressed her interest in taking this on as her own project.

Ms. Weller- Ms. Weller wished the best for Ms. Boisvenue-Fox in her new role in Colorado and said she will miss her a lot. Ms. Weller appreciated all of the work that went into All Staff and thinks it was one of the best so far.

XIV. MEETING DATES

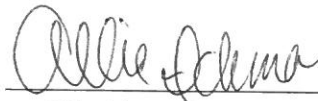
Regular Meeting: Thursday, June 13, 2019 – KDL Service & Meeting Center – 4:30 p.m.

XV. ADJOURNMENT

Motion: Ms. Oliver moved for adjournment at 5:27 pm.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.



Allie Idema, KDL Board Secretary