

Approved

LOCATION: KDL Spencer Branch (14960 Meddler Ave., Gowen, MI 49326)

DATE: Thursday, May 17, 2018 at 4:30 p.m.

Board Present: Shirley Bruursema, Andrew Erlewein, Tom Noreen (via teleconference), Caitie S. Oliver, Penny Weller, Sherrie Barber Willson

Board Absent: Craig Wilson

Staff Present: Michelle Boisvenue-Fox, Jaci Cooper, Lindsey Dorfman, Randy Goble, Claire Horlings, Kip Odell, Laura Powers, Kurt Stevens, Kaitlin Tang, Lance Werner, Carrie Wilson

Guests Present: Karl Butterer, Lee Cook, Anne Seuryneck, Carol Simpson

I. CALL TO ORDER

Chair Weller called the meeting to order at 4:32 p.m.

II. PLEDGE OF ALLEGIANCE

III. LIAISON REPRESENTATIVE COMMENTS – None.

IV. PUBLIC COMMENTS- None.

V. BRANCH MANAGER'S REPORT – Kai Tang

Ms. Tang gave an update about the recent changes and upcoming events at the Spencer Branch:

- Mary, Spencer's Youth Paraprofessional, has received a wonderful job offer and will be leaving KDL on May 24th. Mary has worked at Spencer for over three years and dedicated herself to early literacy and the development of young patrons. She will be greatly missed, but staff is so proud and excited for her. The job posted for a replacement closed on May 11th.
- On April 24th, the library hosted DIY Painted Mugs, a program in conjunction with the Mud Room. The Mud Room brought plain mugs and two types of glazes to the branch. Patrons were able to decorate free mugs that were then taken back to the Mud Room to be fired. Once finished, patrons were able to pick up their unique creation at the library.
- The first-ever Kickoff to Summer Reading Carnival will be held on June 2nd. Mary was the mastermind behind this event and will be returning to the library as a volunteer. This is a community-focused event for all ages, featuring a bounce house, carnival games, activities, and snacks.
- On Thursday, April 19th, Clyde, Spencer's Adult Paraprofessional, participated in the Cedar Springs Community Night at the Cedar Springs High School. Clyde joined forces with Bethany from the Nelson/Sand Lake branch and promoted the library programs and services to about 1,000 people who made their way through the booths. The next big outreach event will be in August for Lincoln Heights Elementary School's open houses.
- Other upcoming programs include: KDL Lab Experience: Rockets Re-Launch, Teen Crew Orientation, Spencer Community Garden Club Presents: Letterboxing, Alohomora! Unlock Your Harry Potter Drawing Skills, Critters on Wheels, and Plant Exchange and Table Book Sale
- Ms. Tang mentioned that she is one of two branch managers who oversee two branches. From talking with staff, staff are happy with the changes. Ms. Tang conducts Facetime huddles each morning with the two branches together and records them so that all staff members have to opportunity to know what is going on each day.

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VI. CONSENT AGENDA

- Approval of Agenda
- Approval of Minutes – April 19, 2018

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

Support: Supported by Ms. Willson.

RESULT: Motion carried.

VII. FINANCE REPORTS – April 2018

The Director of Finance gave a brief overview of the April financial report: cash increased 17.9%, approximately 3.8 million over the prior year. Revenues are at 88% of the budget, which is where they were at the previous month, so they have hit a plateau. Expenditures are at approximately 30% of the budget. KDL is at 33% through the fiscal year. The numbers are aligned with what was expected.

Ms. Powers pointed out that the check register report was modified slightly: the report now includes ACH (automated clearing house) transactions, which are electronic payments to vendors through our bank. Ms. Weller inquired about ACH payments for Board mileage reimbursements, and Ms. Powers informed the Board that KDL does not currently have an ACH module for reimbursing Board members, but the Finance Department is continuing to work through their processes and procedures and evaluating current software they have, so it may be a possibility in the future.

Ms. Powers announced that the auditing firm, Maner Costerisan arrived on site Monday to begin this year's audit. So far, Ms. Powers believes they are doing a great job, and they are doing an in-depth, solid review. Since KDL is working with a new firm, departments will have to provide a little more information than they have in the past few years, but then the process should go quicker in years to come.

Motion: Mr. Noreen moved to receive and file April 2018 finance reports as presented.

Support: Supported by Mr. Erlewein

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Shirley Bruursema noted one motion item, which was approved at the May 10, 2018 Lakeland Library Cooperative Board meeting:

- Election of Diane Kooiker as Treasurer of the Lakeland Board for the remainder of FY2017-2018 to replace Molly Walker.

Ms. Bruursema also noted that Marla Ehlers from GRPL gave a presentation on cultural intelligence.

IX. DIRECTOR'S REPORT – April 2018

Director Werner highlighted the following items:

- Director Werner invited Ms. Horlings up to give an update on the Fund Committee.
- At the last Fund Board meeting, Ms. Horlings and Joanna Hogan explained KDL's intentions to transform the Fund Board to a Fund Committee because the Fund Board did not have authority to designate dollars. In the future, the committee will function to provide contacts to help KDL engage with those who have the ability to give. The presentation Ms. Hogan and Ms. Horlings gave at the Fund Development meeting was similar to the one presented to the Board of Trustees at the March meeting.
- Ms. Horlings mentioned that she is working on a case for support to build a foundation for the question, "Why is KDL critical for the community?" and to provide a consistent message internally and externally. It is part of a new chapter for KDL.
- The Ada Capital Campaign has a strong start: they have raised 4.4 million on a 7 million goal for their riverfront park, library, and community center.
- A fourth author, Lori Rader-Day, has been confirmed for Literary Libations.

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The Board asked questions of staff regarding Literacy Libations and the Fund Committee transition and staff responded.

X. NEW BUSINESS

A. Foster Swift Investigation Results

Motion: Ms. Bruursema moved to waive the KDL Board's attorney-client privilege to discuss the Foster Swift Investigation results in open session.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

Chair Weller invited Karl Butterer from the law firm, Foster Swift, up to report on the investigations that were conducted regarding two allegations made against KDL's Director, Lance Werner. Prior to Mr. Butterer sharing the results, KDL's lawyer, Anne Seurynck, said the Board must vote to waive their attorney-client privilege in order to remain in open session and discuss the results in public. Chair Weller asked for a motion and expressed her preference for having the discussion in open session, citing transparency as her reason.

Mr. Butterer investigated two major allegations made against Mr. Werner: one for tampering with his reviews to make them more favorable, and another for improperly personally profiting from contracts with Bibliotheca. After an extensive investigation, the results concluded that the allegations are unfounded and there is no reasonable cause to believe either.

Mr. Butterer created written reports to memorialize what he looked at and who he spoke to, and how he came to his conclusions. Mr. Butterer left two binders that he created with the Board: the report and the underlying documents on which it is based.

A conversation between staff and Board members ensued.

Mr. Butterer exited the meeting at 6:23 p.m.

B. Election of Board Secretary

Motion: Ms. Bruursema moved to elect Craig Wilson as KDL Board Secretary.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

B. Resolution: SuperPartyWonderDay Special Liquor License

Motion: Mr. Noreen moved to adopt a resolution for Kent District Library to obtain a special license to serve alcohol on August 5, 2018 for the SuperPartyWonderDay event at Millennium Park.

Support: Supported by Mr. Erlewein.

Ms. Bruursema – Yes

Mr. Erlewein – Yes

Mr. Noreen- Yes

Ms. Oliver – Yes

Ms. Weller – Yes

Ms. Willson– Yes

Mr. Wilson – Absent

RESULT: Motion carried 6-0.

XI. LIAISON REPRESENTATIVE COMMENTS – None.

XII. PUBLIC COMMENTS – Mr. Cook commended Penny for initiating and going through with the investigations, and commended Lance for striving to be courageous and transparent. He appreciates how the situation was handled.

As a former Board secretary, Ms. Simpson gave some advice on what to do with the investigation reports and what to be wary of, like improper distribution or altering of the text by an unauthorized person. She said she felt it was important to attend this meeting as to support fine administrators that she worked with

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while serving on the Board. Ms. Simpson said that she is sorry that this happened and she, too, is eager to move on from it.

XIII. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema spoke about the great Rural Libraries Workshop she attended in Traverse City, and said a number of branch managers from KDL were there to present and attend. The conference was held at the Grand Traverse Hotel with 500 in attendance and great food. Ms. Bruursema hopes to move on from all of the recent legal issues and continue to have open dialogue about things as they surface. Ms. Bruursema concluded by thanking Mr. Butterer for coming.

Mr. Erlewein: Mr. Erlewein thanked Ms. Tang for hosting the Board meeting.

Mr. Noreen: Mr. Noreen apologized for not attending the May meeting in person, especially since it was hosted at one of the libraries in his region, so he appreciates Ms. Cooper for arranging for him to participate in the meeting via telephone.

Ms. Oliver: Ms. Oliver thanked everyone for welcoming her and said she is excited to get to work in whichever capacities she can: serving on the Board, volunteering, fundraising, and just spreading the word about everything KDL has to offer.

Ms. Weller: Ms. Weller introduced Ms. Oliver as the new Board member for Region 4, and wanted her to know that they are so happy to have her on board. Ms. Weller said she has had a hard time the past couple of months with all of the legal issues, but hopes things will be better, especially since she is leaving for vacation in less than a week.

XIV. MEETING DATES

Regular Meeting: Thursday, June 14, 2018 – KDL Service & Meeting Center – 4:30 p.m.

XV. ADJOURNMENT

Motion: Mr. Erlewein moved for adjournment at 6:41. p.m.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.


CRAIG WILSON, KDL BOARD SECRETARY