

APPROVED



BOARD OF TRUSTEES

LOCATION

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

DATE + TIME

Thursday, May 21, 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, Brian Mortimore, Jared Olson, Melissa Snyder, Kurt Stevens, Lance Werner, Carrie Wilson

GUESTS PRESENT: Tim Emmitt

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: April 16, 2020

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

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – Director Werner spoke on behalf of Bill Brinkman, who wished to express his regrets that he was not able to attend the meeting, but wanted to report that Plainfield Township will be hosting its traditional Memorial Day service as a virtual event. As part of the festivities, township board member Ben Green will be singing the national anthem.
5. PUBLIC COMMENTS** – None.
6. FINANCE REPORTS – April 2020*
The Acting Director of Finance gave a brief overview of the 2020 year-to-date financials:

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- Cash appears to be up \$9.4M over the previous year, but is actually only up about \$400K from year-to-year due to an outstanding transfer of \$9M in 2019.
- KDL is 33% through the fiscal year, has received approximately 86.8% of budgeted annual revenues and has spent approximately 31.7% of budgeted expenditures.
- The largest checks written for the month of April were to OverDrive, Inc. in the amount of \$300,000 for digital content and to Bibliotheca credit in the amount of \$144,868 for the annual Self Check lease payment. There were four separate checks paid to Priority Health due to a delay in billing. Because of this, all invoices had to be paid at once.
- The voided check report included one check for an event that was cancelled. Although KDL usually pays performers if KDL has to cancel for any reason, this was against the performer's own policy and so the check was returned to KDL uncashed.

Motion: Mr. Erlewein moved to receive and file April 2020 finance reports as presented.

Support: Supported by Ms. Idema.

RESULT: Motion carried.

7. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted the following items from the May 14, 2020 virtual meeting:

- LLC Libraries are currently gearing back up for re-opening, book returns and curbside pickup. A 72-hour quarantine protocol may be in the works for all returned materials.
- Temporary fine free implementation is currently underway until September 1, 2020.

8. DIRECTOR'S REPORT – April 2020

- Director Werner is proud of the KDL crew and the hard work that staff members have put into programming and re-opening plans, as well as ensuring that a large number of wifi hotspots are available for patrons and staff. Additionally, Mr. Werner is proud of how staff have stepped up and adopted new technology in the wake of the government shutdown. As an organization, KDL is coming out of quarantine more highly trained than going into it.

Claire Horlings gave the following update on Fund Development:

- As of this meeting, KDL has raised approximately \$24,600 in Summer Wonder donations, with generous help from Friends Groups, the Alliance of Friends and other individual donations.
- In regards to KDL's spring appeal, approximately \$4,005 has been raised, including a \$1,000 pledge.
- As compared to last year, this represents a 180% increase in donations without KDL sending out a single letter to the community.
- With public health in mind, the Fall 2020 Literary Libations Gala will be transitioned to an exclusive access online format. Making the decision now will give KDL enough time to produce a professional virtual experience for guests, instead of having to scramble.
- As of May 15, 2020, approximately \$26,400 have been raised in support of the Gala, with an additional \$19,000 raised in pledges. Revenue decline is anticipated.

The Board asked questions of staff and staff responded.

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9. NEW BUSINESS

A. Election of KDL Board Secretary*

Motion: Mr. Myers moved to appoint Ms. Gilreath-Watts as KDL Board of Trustees Secretary for the remainder of the 2020 calendar year.

Support: Supported by Mr. Noreen (and Ms. Idema).

RESULT: Motion carried.

B. KDL Board Training Plan & Dates

Chair Bruursema presented possible dates and times for the Board to attend the annual training retreat, with Ms. Weller heading up the plan. As of now, a date is tentatively set for August 10, pending location and guest speaker availability.

C. Strategic Plan 2021-2023: Tim Emmitt

Tim Emmitt presented on the current status of the 2021-2023 strategic plan, highlighting that the Leadership Team is currently focused on business plan goals while seeking Board and management input on operational goals.

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

Motion: Ms. Weller moved to approve changes to section 2 of the KDL Policy Manual as presented.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

E. Issue Analysis: Datacenter Colocation—*First Reading*

Roll Call Vote

Kurt Stevens presented on KDL's request for alternative server and backup server support, citing previous issues with IT hardware and a lack of reliability in current circumstances. With this in mind, KDL recommends IT Consulting as its preferred vendor for datacenter colocation.

Motion: Mr. Myers moved to approve the Datacenter Colocation as presented.

Support: Supported by Ms. Oliver.

Ms. Bruursema—Yes	Mr. Erlewein—No	Ms. Gilreath-Watts—Yes	Ms. Idema—No
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Mr. Myers—Yes	Mr. Noreen—Yes	Ms. Oliver—Yes	Ms. Weller—Yes
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RESULT: Motion carried 6-2.

F. Issue Analysis: Firewall

Roll Call Vote

As part of the datacenter colocation, KDL will also require a smaller firewall for the Service Center as the large firewall will be moved to occupy the same space as the new datacenter. Kurt Stevens highlighted that the annual eRate for 2020 will cover 80% of these costs.

Motion: Mr. Noreen moved to approve the proposal for the KDL Firewall 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
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RESULT: Motion carried 8-0.

G. Resolution: eRate

Roll Call Vote

Motion: Mr. Noreen moved to approve the resolution for eRate 2021-2023 as presented.

Support: Supported by Ms. Gilreath-Watts.

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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.

H. Resolution: Second 2020 Budget Amendment *Roll Call Vote*
This budget amendment moves \$831K of the \$1.5M committed funds to the Ada branch operating budget so that management can begin to purchase necessary items for opening day.
Motion: Mr. Myers moved to approve the resolution for the second 2020 budget amendment 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—Yes Ms. Oliver—Yes Ms. Weller—Yes
RESULT: Motion carried 8-0.

10. LIAISON REPRESENTATIVE COMMENTS – None.

11. PUBLIC COMMENTS** - None.

12. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema remarked that things have been busy as always, including new work with the strategic plan and ongoing millage campaigns. She wished Ms. Idema all the best with her growing family and new life ventures.

Mr. Erlewein – Mr. Erlewein cited the recent cleaning and disinfecting of the Service Center ductwork and asked if KDL had plans for the branches to be disinfected as well. Ms. Dorfman offered that while KDL is prioritizing cleanliness and safety at all levels of the organization, it is ultimately up to the municipalities to plan for and approve this work.

Ms. Gilreath-Watts – As an educator, Ms. Gilreath-Watts is especially eager for this pandemic to be over. She specifically thanked Ms. Idema for her continued thoughtfulness, wisdom and kindness during her years of service on the board.

Ms. Idema – Ms. Idema is sad to leave the Board of Trustees, but remains excited for what the future holds. Additionally, she expressed eagerness to be of service should it ever be needed.

Mr. Myers – Echoing the sentiments of his fellow board members, Mr. Myers also thanked Ms. Idema for her service to the board and looks forward to following her future career. In closing, he congratulated Brian Mortimore on his nine year anniversary with KDL and Lindsey Dorfman on her four year anniversary with KDL.

Mr. Noreen – Mr. Noreen looks forward to meeting in person again and acknowledges that all staff at his representative branches have been busy and working hard.

Ms. Oliver – While she wishes for everyone to stay healthy and safe, Ms. Oliver also looks forward to the library opening again, along with salons, restaurants and other businesses.

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Ms. Weller – Besides her exhaustion and boredom during this time of quarantine, Ms. Weller is especially looking forward to seeing her grandchildren, her friends and her KDL family again once this time of quarantine is over.

13. MEETING DATES

Regular Meeting: Thursday, June 18, 2020 – KDL Service & Meeting Center, 4:30 PM.

14. ADJOURNMENT

Motion: Ms. Oliver moved for adjournment at 6:16 PM.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

A handwritten signature in cursive script, reading "Sheri Gilreath-Watts", written over a horizontal line.

SHERI GILREATH-WATTS, KDL BOARD SECRETARY