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KDL
Kent District Library

**Information.
Ideas.
Excitement!**

BOARD OF TRUSTEES MEETING MINUTES

LOCATION

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

DATE

Thursday, June 13, 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, Tricia Hetrick, Missy Lancaster, Brian Mortimore, Kip Odell, Laura Powers, Kurt Stevens, Lance Werner, Carrie Wilson

GUESTS PRESENT: Bill Brinkman, Rylei Weller, John Idema

I. CALL TO ORDER

Chair Weller called the meeting to order at 4:31 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 – May 16, 2019

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

Support: Supported by Ms. Idema.

RESULT: Motion carried.

VI. FINANCE REPORTS – May 2019

- The Director of Finance gave a brief overview of the May cash report and the revenues and expenditures. Cash appears to be up \$1.2 million from the prior year. KDL is 41.67% through the fiscal year, and 91.3% of revenues have been received. 37.9% of budgeted expenditures have been spent.
- Ms. Powers highlighted 2019's first state aid payment, which was written to KDL in the amount of \$157,330.
- The largest check for the month of May was approximately \$220k to cloudLibrary for eContent.

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

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

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VII. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema reported on the following motion item from the LLC meeting held earlier in the day:

- Fund balance transfer to replace engine in one of the LLC trucks and to rent trucks in the meantime.

VIII. DIRECTOR'S REPORT – June 2019

- Director Werner recently spoke for the Missouri Public Libraries Director Summit. He was quoted by the State Librarian and received a lot of great social media feedback. Director Werner notified the Board about the speaking engagements and podcasts he has coming up this summer and fall.
- Director Werner and Caledonia Branch Manager Liz Guarino have been working on getting medical, dental, and legal services in the branches. They recently met with Metro Health and the meeting went well.
- HR Director Brian Mortimore is working on a new project helping new Americans enter the workforce, with a library-centric curriculum. In addition to helping members of KDL's communities and making a profound impact, the partnership hopes to also diversify KDL's workforce, make KDL a stronger institution, and gives an entrance to micro-communities that KDL may not regularly serve.
- Director Werner introduced Tricia Hetrick, the new Manager in Training for the Lowell Branch. She is the second of three KDL staff members who will be in this role and she has been very well-received by her colleagues.
- Director Werner next reintroduced Carrie Wilson. Ms. Wilson, formerly the Manager of Patron Services, is now a member of the KDL Leadership Team serving as the Director of Library Services. She will absorb many of Michelle Boisvenue-Fox's duties upon her departure.
- A new icon project is in the works for KDL. Marketing & Communications Director Randy Goble has been working on the project with input from two Board members, Mr. Myers and Ms. Weller.
- Director of Branch Operations Lindsey Dorfman gave an update on the KDL Service Center refresh. Via Design has proposed a new floorplan. Next week the floorplan will be presented to the Leadership Team and then to the Board at the July meeting if all goes as intended.

The Board asked questions of staff and staff responded.

IX. NEW BUSINESS

A. KDL Policy Manual – Section 4: Patron Behavior

First Reading

Ms. Cooper pointed out changes to Section 4: Patron Behavior that were shown in the packet in red text with corresponding footnotes. Minor changes were made for the sake of consistency of terminology throughout the packet, and clarification was needed for the Children in the Library Policy (4.1.21). Based on some staff discussion, the policy now clearly spells out that children under 8 need a parent in the library during a program, and children under 5 need a parent or guardian with them at the program, and not just on the premises.

Motion: Ms. Bruursema moved to approve the revisions to Section 4: Patron Behavior of the KDL Policy Manual as revised.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

B. Resolution: Ladies Night Liquor License – Plainfield

Roll-Call Vote

Motion: Mr. Erlewein moved to adopt a resolution for Kent District Library to obtain a special license to serve alcohol on September 25, 2019 for the Ladies Night Wine Tasting program series at the Plainfield branch.

Supported by Ms. Oliver.

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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.

C. Resolution: Ladies Night Liquor License – Krause Memorial

Roll-Call Vote

Motion: Mr. Noreen moved to adopt a resolution for Kent District Library to obtain a special license to serve alcohol on October 3, 2019 for the Ladies Night Wine Tasting program series at the Krause Memorial branch.

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.

B. Resolution: Ladies Night Liquor License – Grandville

Roll-Call Vote

Motion: Ms. Oliver moved to adopt a resolution for Kent District Library to obtain a special license to serve alcohol on October 11, 2019 for the Ladies Night Wine Tasting program series at the Grandville branch.

Supported by Ms. Idema.

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.

B. Resolution: Ladies Night Liquor License – East Grand Rapids

Roll-Call Vote

Motion: Mr. Myers moved to adopt a resolution for Kent District Library to obtain a special license to serve alcohol on October 22, 2019 for the Ladies Night Wine Tasting program series at the East Grand Rapids branch.

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.

F. Resolution: First Steps Kent Grant Application

Roll-Call Vote

Mr. Goble presented the grant application and explained that KDL will propose to focus on Pre-K services and expansion of Bookmobile services in underserved areas. The grant application deadline is July 2, 2019.

Motion: Ms. Idema moved to approve the application for the First Steps Kent grant.

Supported by Ms. Bruursema.

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.

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

- The township's Memorial Day celebration had a great turnout to honor the men and women who gave their lives for their freedom.
- The township is still working on removing the contamination from the Rogue River Campground to turn it into a park.
- Plainfield Township passed their audit this year.

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XI. PUBLIC COMMENTS – None

XII. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema is currently serving as a Q-SAC (Quality Services Audit Checklist) Committee member and remains busy with library millages. Chelsea and Dorr Counties just passed their millages, and Ms. Bruursema is scheduled to help with 10 in August of 2020.

Mr. Erlewein: Mr. Erlewein is heading off to Washington, D.C. for the ALA Annual Conference and he is excited to attend sessions.

Ms. Idema: Ms. Idema thanked everyone for helping out and accommodating her toddler at the meeting.

Mr. Noreen: Mr. Noreen apologized for not being able to attend in-person.

Ms. Oliver: Ms. Oliver expressed her excitement for the upcoming ALA Annual Conference in D.C. Ms. Oliver also reported that she attends the Ada Farmers Market and that the community is very eager for the new Ada KDL branch.

Ms. Weller: Ms. Weller reminded everyone about the Trustee Retreat on July 17. The agenda is developing, but assessments are scheduled for the morning and there will be a lunch with the KDL Leadership Team. Ms. Weller concluded by congratulating Ms. Wilson on being the newest member of the KDL Leadership Team.

XIII. MEETING DATES

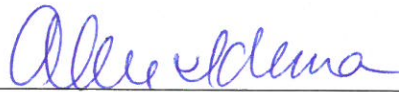
Regular Meeting: Thursday, July 18, 2019 – KDL Service + Meeting Center – 4:30 p.m.

XIV. ADJOURNMENT

Motion: Ms. Oliver moved for adjournment at 5:21 p.m.

Support: Supported by Ms. Idema.

RESULT: Motion carried.



ALLIE BUSH IDEMA, KDL Board Secretary