

## Approved

**LOCATION:** KDL Meeting Center (814 West River Center DR NE, Comstock Park, MI 49321)

**DATE:** Thursday, June 14, 2018 at 4:30 p.m.

Board Present: Shirley Bruursema, Andrew Erlewein, Tom Noreen, Caitie S. Oliver, Penny Weller, Craig Wilson

Board Absent: None

Staff Present: Jaci Cooper, Lindsey Dorfman, Randy Goble, Brian Mortimore, Laura Powers, Lance Werner, Carrie Wilson

Guests Present: Lori Berg, Bill Brinkman, Margaret Pelfrey

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 – May 17, 2018

C. Request for Closing of the Kentwood Branch on Saturday, August 11, 2018 to accommodate the Celebrate Kentwood event.

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

**Support:** Supported by Mr. Noreen.

**RESULT:** Motion carried.

VI. FINANCE REPORTS – May 2018

Ms. Powers introduced Randy Burson II, a recent Ferris State University graduate, as the newest member of the Finance Department. He has been with KDL for four weeks as the new General Accountant.

Ms. Powers said she appreciates the Board's flexibility with accepting an electronic copy of the financials since the meeting was a week earlier this month due to the ALA Annual Conference. Ms. Powers gave a verbal overview of the May financials: KDL is 42% of the way through the fiscal year and expenses are at 36% -- under the percentage for the year.

The biggest ACH payment this month was to Priority Health.

Ms. Powers gave the Board an update on the status of the audit. The auditors will be presenting at either the July or August Board of Trustees meeting.

**Motion:** Ms. Bruursema moved to receive and file May 2018 finance reports as presented.

**Support:** Supported by Mr. Wilson.

**RESULT:** Motion carried.

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## VII. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted that the June LLC meeting, which was held earlier in the day, had no action items but said that this would be the last of the short LLC meetings.

## VIII. DIRECTOR'S REPORT – May 2018

Director Werner highlighted the following items:

- Ms. Dorfman announced that there will be an exciting, system-wide refresh of the KDL children's spaces. KDL Leadership recently toured the Grand Rapids Children's Museum (GRCM) and got insight to their philosophy. Two days after the tour, the director of GRCM emailed KDL and said that they want to initiate a partnership. GRCM's Board encouraged them to do more outreach and partnerships, so together KDL and GRCM will design a new fun and educational play space in the branches. The new concept will be piloted at the Wyoming branch, and KDL will raise additional funding to put it into the other branches.
- Ms. Dorfman also reported on the Volunteer Coordinator's involvement in the election inspection, run by the Secretary of State. Individual townships have had a hard time getting volunteers. Calli Crow, KDL's Volunteer Coordinator, worked with staff members to go in and train to be inspectors. This seemed to be a good partnership because KDL serves a lot of civic-minded patrons.
- Director Werner called Ms. Wilson up to give an update on the ILS. Ms. Wilson introduced Lori Berg, the new on-site SirsiDynix consultant, and the Director of Consulting and Training, Margaret Pelfrey. Ms. Pelfrey thanked Carrie and spoke highly of the EGR branch she visited earlier in the day. The SirsiDynix team said they are excited to be here and take this partnership to another level.
- Director Werner announced that more and more staff members are utilizing the CareACT part time insurance. Those who have used it have shared great feedback. Mr. Mortimore will present metrics to the board later in the year or early next year.
- LT and the Board discussed the military library cards – a new, fine-free card type with no printing costs. KDL wants to honor veterans and show they are here for them.
- Director Werner proudly announced that not one, but two KDL Trustees received the American Library Association Trustee Citation Award this year. Typically, one trustee is chosen nationally, but Ms. Weller and Mr. Wilson were both selected. Ms. Weller will receive her award at the ALA Annual Conference Opening Session, and Director Werner will receive Mr. Wilson's on his behalf since he is unable to attend.

## IX. NEW BUSINESS

- A. KDL Policy Manual- Overview of Major Structural Changes to Accommodate New Patron Behavior Policy.

Jaci Cooper presented the new structural changes to Sections 3, 4, and 6 of the KDL Policy Manual. Ms. Cooper explained that the new policy structure will accommodate clearer and more specific patron behavior policies so that KDL can strive to be more consistent and fair when enforcing policies among all 19 branches. The new policy will be organized in a more intuitive manner so branch staff can quickly locate what they need. If the structural changes are approved by the Board, changes to the content and language for Sections 3, 4, and 6 will follow, but the actual policy would not be changed until the Board approves of everything to prevent gaps and redundancies in the existing policy.

The Board collectively decided to take the structural changes to a second reading to examine them more closely. Ms. Dorfman asked to present the Section 3 changes to the next meeting to keep the process moving and the Board agreed to this.

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- X. LIAISON REPRESENTATIVE COMMENTS – Plainfield Township Treasurer Bill Brinkman gave an update on the new bike path on south Jupiter.
- XI. PUBLIC COMMENTS – None.
- XII. BOARD MEMBER COMMENTS
- Ms. Bruursema: Ms. Bruursema thanked her KDL family for their support and kindness while she deals with some personal things at home. Ms. Bruursema said she has been busy with millage campaigns. Library items are last on ballot by law, so she is doing a lot of educating on voting at the millage campaigns.
- Mr. Erlewein: Mr. Erlewein praised the Katie Kudos concept and shared an idea for further staff recognition.
- Ms. Oliver: Ms. Oliver commended KDL for the partnership with Success Starts Early and said that it is a big thing to be involved with. Ms. Oliver wished those who are attending ALA Conference in New Orleans a fun and safe trip.
- Ms. Weller: Ms. Weller is excited to attend ALA Annual Conference next week with Ms. Bruursema in New Orleans. Ms. Weller also announced that the Kent County Board of Commissioners has nominated someone to represent Region 7: Grandville and Byron Center, and Ms. Weller is eager to have a full Board again once the Wyoming vacancy is filled.
- Mr. Wilson: Mr. Wilson said it is good to be back after missing last month's meeting.
- XIII. MEETING DATES
- Regular Meeting: Thursday, July 19, 2018 – KDL Service & Meeting Center – 4:30 p.m.*
- XIV. ADJOURNMENT
- Motion:** Mr. Erlewein moved for adjournment at 5:18 p.m.
- Support:** Supported by Mr. Wilson.
- RESULT:** Motion carried.

  
CRAIG WILSON, KDL BOARD SECRETARY

