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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, July 18, 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: Jaci Cooper, Lindsey Dorfman, Randy Goble, Claire Horlings, Missy Lancaster, Brian Mortimore, Laura Powers, Kurt Stevens, Lance Werner, Carrie Wilson

GUESTS PRESENT: Bill Brinkman, Dave Medema, Bethany Verble

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

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

- September 2019 is the anticipated open date for the Grand Rogue River Park.
- The Governor recently visited Plainfield Township and talked about PFAs.
- The second section of trail construction on Jupiter will begin in September and be complete in October. The trail will link up to the trail on West River Drive, providing more areas to walk and ride.

IV. PUBLIC COMMENTS – None.

***V. CONSENT AGENDA**

- A. Approval of Agenda
- B. Approval of Minutes – June 13, 2019
- C. Request for Late Closing of the Comstock Park Branch on Friday, August 16, 2019 to accommodate the Comstock Park Community Celebration.
- D. Request for Late Opening of the East Grand Rapids Branch on Saturday, September 7, 2019 to accommodate the Rhoades McKee Reeds Lake Triathlon.
- E. Request for Closing of the Kentwood Branch on Saturday, September 14, 2019 to accommodate the Kentwood Food Truck Rally.
- F. Request for Closing of the Caledonia Branch on September 28, 2019 to accommodate and participate in the annual Caledonia Chamber of Commerce Harvest Festival.
- G. Request for Closing of the Alto Branch on September 28, 2019 to accommodate a full carpet cleaning.

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

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

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VI. 2018 AUDIT REPORT – MANER COSTERISAN

- Ms. Powers introduced Ms. Verble from Maner Costerisan and said she is pleased with KDL's relationship progression with Maner Costerisan. She then highlighted the KDL Finance team and Melissa Snyder, Finance Team Lead, for their hard work on the audit. Ms. Powers has seen an amazing transformation from where KDL Finance was at last year at this time, with more staff and tighter internal controls.
- Ms. Verble opened the audit by saying KDL again received an Unmodified Opinion for the year ending December 31, 2018, which is the best opinion an organization can get. This year went very smoothly and Maner Costerisan had to do a lot less field work.
- KDL's net position is \$26.7 million with an \$11.6 million unrestricted net position.
- KDL has an unassigned fund balance of 25%, which is just a little over the minimum of the recommended 15-20%.
- This fiscal year contained a new fund: a proprietary fund for consulting revenue to ensure tax payer dollars are not wrapped up in consulting business.
- Adding the Bookmobile increased KDL's capital assets, which are now at \$8.4 million.
- Due to market fluctuations, there was a decrease in pension assets, but the plan is still over 100% funded.
- Penal fines increased, but state aid decreased — KDL and other government entities all experienced the decrease because the state is phasing that program out.
- Other taxing authorities can vote to reduce tax revenue. Tax Abatements were \$176k- down from \$186k from the prior year.
- KDL received no significant deficiencies and no material weaknesses; only general comments were made.

FINANCE REPORTS – June 2019

The Director of Finance gave a brief overview of the June cash report:

- KDL is 50% through the fiscal year, has received 96.3% of revenues and has spent 46.3%.
- The largest check for June is for Priority Health for health insurance: the next three largest checks in June were all material vendors.
- June's financial statements contained an additional page that is slightly different from the other month's statements. The state started requiring organizations to present it to their Boards and to post on their website. The requirement was instated because many pensions are underfunded. KDL's plan is 108.8% funded, so KDL did not trigger any type of underfunded ratio.

Motion: Ms. Bruursema moved to receive and file June 2019 finance reports as presented.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

VII. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema reported on the following item(s) from the July 11 LLC meeting:

- LLC's fiscal year is soon coming to a close (September 30)
- LLC now releases new infographs each month with visual stats.

VIII. DIRECTOR'S REPORT – June 2019

- Director Werner shared some projects that KDL hopes to implement in the future but are not yet committed to pursuing.

The Board asked questions of staff and staff responded.

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IX. NEW BUSINESS

*A. Resolution: Truth in Taxation – To Establish Proposed Additional Millage

Roll-Call Vote

Ms. Powers reviewed the timeline for the L4020 forms. Like last year, there is another Headlee Rollback. The millage was originally passed for 1.28 mills, but 1.2661 mills is the maximum KDL is permitted to levy to keep the revenue flat.

Motion: Mr. Noreen moved to approve the truth in taxation resolution to establish proposed additional millage.

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.

B. KDL Icon Project Overview

- Mr. Goble announced that two potential icons were designed for KDL. The project began in April with a team consisting of Penny Weller, Charles Myers, Claire Horlings, Michelle Boisvenue-Fox, Eric DeHaan, Brad Baker, Kip Odell, and Randy Goble. The team looked at several options and went with the Highland Group for their fantastic strategic sense — not just their quality designs. Patrons are becoming more engaged in different ways, so KDL seeks an icon to show that we are much more than books; in essence, that we are about excitement and going beyond books. Mr. Goble plans to share a timeline of the project next month, along with a sneak peek, a budget and how the brand activation will roll out in the branches.

X. LIAISON REPRESENTATIVE COMMENTS – Mr. Brinkman gave a personal update.

XI. PUBLIC COMMENTS – None

XII. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema said the Impact Report was excellent and full of information, and gave an update on the upcoming millages. She thought the retreat yesterday was fantastic.

Mr. Erlewein: Mr. Erlewein attended the ALA Annual Conference where he went to many finance and fundraising sessions. He enjoyed meeting other trustees.

Ms. Gilreath-Watts: Ms. Gilreath-Watts did not attend the 2019 ALA Annual Conference but hopes to in the future. Ms. Gilreath-Watts said it was good to be a part of the interviews for the Wyoming branch manager position and that KDL had two top-notch candidates for the position. She was also delighted with the results of the fine-free frenzy – the social media feedback was great to see.

Ms. Idema: Ms. Idema appreciated the Board Retreat.

Mr. Noreen: Mr. Noreen enjoyed the retreat yesterday.

Mr. Myers: Mr. Myers spoke about his experience at the 2019 ALA Annual Conference and said he appreciates the opportunity to go. Each time he attends, he enjoys seeing a film they put on. He brought back a copy of the documentary *American Creed* for the collection.

Ms. Oliver: Ms. Oliver had the privilege of attending the 2019 ALA Annual Conference for the first time and she really enjoyed it. Her favorite event was one about tattoo fundraisers in libraries.

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Ms. Weller: Ms. Weller also attended the 2019 ALA Annual Conference and learned a lot, especially at the trustee-related events. The events in particular put into perspective how great a library KDL is, and it was enlightening to see how few issues KDL seems to have by comparison. Ms. Weller pointed out Missy Lancaster and Julia Hawkins' 5 year anniversaries, and congratulated them, as well as Mr. Stevens for his 2 year anniversary. Ms. Weller concluded by saying the recent retreat was a success.

XIII. MEETING DATES

Regular Meeting: Thursday, August 15, 2019 – KDL Service + Meeting Center – 4:30 p.m.

XIV. ADJOURNMENT

Motion: Mr. Myers moved for adjournment at 6:01 p.m.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.



ALLIE BUSH IDEMA, KDL BOARD SECRETARY