

## Approved

**LOCATION:** KDL Meeting Center (814 West River Center Drive, NE, Comstock Park, MI 49321)  
**DATE:** Thursday, July 19, 2018 at 4:30 p.m.

Board Present: Shirley Bruursema, Andrew Erlewein, Allie Bush Idema, Tom Noreen (via teleconference), Caitie S. Oliver, Penny Weller, Craig Wilson

Board Absent: None

Staff Present: Michelle Boisvenue-Fox, Jaci Cooper, Lindsey Dorfman, Sheri Glon, Randy Goble, Claire Horlings, Missy Lancaster, Brian Mortimore, Kip Odell, Laura Powers, Melissa Snyder, Kurt Stevens, Lance Werner

Guests Present: Bill Brinkman, Lee Cook, Joanna Hogan, Jeff Staley, Laurie Wilson

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 – June 14, 2018

C. Request for Late Opening of the East Grand Rapids Branch on Saturday, September 8, 2018 to accommodate the Rhoades McKee Reed's Lake Triathlon.

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

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

**RESULT:** Motion carried.

VI. 2017 AUDIT REPORT – Maner Costerisan

Ms. Powers introduced Mr. Staley from Maner Costerisan, the new auditing firm used by KDL. Mr. Staley first thanked the Board officers for devoting their time to the draft financials meeting last week, then reported the following on KDL's audit for the 2017 fiscal year:

- KDL received an unmodified opinion, the highest level they offer: essentially, it was a clean audit. Maner Costerisan did have to issue a prior period adjustment from a transaction from 2016 for a prepaid expense for the ILS system. It was identified and corrected, and it should not be an issue going forward.
- In 2017, KDL's governmental-wide net position increased approximately \$3.3 million, which indicates a solid year financially.
- KDL's governmental funds reported ending fund balance of a little over \$11 million. Approximately 57% of this total amount constitutes unassigned, which is available for spending at KDL's discretion. The remainder of fund balance is restricted, non-spendable, committed, or assigned to indicate that it is not available for new spending because it has already been committed to capital projects, donations, and prepaid expenses. The unassigned fund balance

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does meet and exceed Board policy of having a minimum balance of 15% to 20% of the subsequent year's budget.

- KDL is overfunded on the pension by 123.42% to meet the prior obligations made to employees. Mr. Staley mentioned this is exceptional considering many organizations are underfunded.
- Mr. Staley concluded by saying that the audit went very smoothly and that Ms. Powers was very knowledgeable and easy to work with, and Maner Costerisan is eager to continue working with KDL.

## VII. INTERNAL REVIEW OF 2017 DONATIONS – Ms. Powers presented a memo detailing the methods used to conduct an internal review:

- Ms. Powers spent roughly 100-120 hours on the review, comparing the 2017 financial records from the Finance Department with the records former Fund Development Manager Linda Krombeen kept.
- Although unrestricted funds, by definition, can be used for any expense, Ms. Krombeen had communicated to donors those funds would be used for programming, outreach, and services so KDL honored that commitment.
- Branch giving was proven to be appropriately spent. Any donations that were not spent in the 2017 fiscal year were appropriately housed in the restricted fund as of 12/31/17.
- Because donations are part of the audit process, Maner Costerisan did have to issue an opinion about the internal investigation. Mr. Staley reported he comfortable saying Ms. Powers' findings were accurate and supported.

## VIII. FINANCE REPORTS – June 2018

Ms. Powers introduced Melissa Snyder as the KDL Finance Team Lead. Ms. Snyder has been with KDL since April and she is doing an excellent job.

Ms. Powers gave her monthly summarization of the finance report: cash is up 8.3%, approximately 1.7 million over the same time last year. Revenues are at 93%. That is pretty standard since KDL receives most of the revenue in the beginning of the year. Expenditures are at 45.4%, and KDL is 50% through the fiscal year.

Ms. Powers pointed out the new annual pension report that is now included in the monthly financials. The report, required by the state, is also posted to the state's website.

**Motion: Mr. Erlewein moved to receive and file June 2018 finance reports as presented.**

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

**RESULT: Motion carried.**

## IX. LAKELAND LIBRARY COOPERATIVE REPORT

Shirley Bruursema noted that there were no motion items for the July 12, 2018 Lakeland Library Cooperative Board meeting, but mentioned that the LLC is considering adding hours to existing staff and possibly new employees.

## X. DIRECTOR'S REPORT – June 2018

Director Werner highlighted the following items:

- Director Werner highlighted the "MarCom" (Marketing & Communications) department and recognized Mr. Goble and his team for strengthening KDL's marketing presence.
- Director Werner turned it over Joanna Hogan who gave an update on the direction of the Fund Development department and provided an infographic to better illustrate the changes that were being brought forth. These changes promote a centralized donor system with interdependent branches, but feature a strong and healthy support system utilizing collaboration between all parts of the system.

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- Ms. Horlings reported that she has met with all of the branch managers to get an understanding of what fundraising looks like currently at their branches, and to learn the nuances of their locations in the community and the relationship with their Friends groups. Based on gathering that information, KDL will pilot a new fundraising program at the Plainfield and Spencer branches.
- Director Werner announced that 298 military members signed up for KDL's new military cards, which launched right after the 4<sup>th</sup> of July.

The Board asked question of staff and staff responded.

## XI. OLD BUSINESS

A. KDL Policy Manual – Overview of Major Structural Changes to Accommodate New Patron Behavior Policy (second reading)

**Motion:** Mr. Erlewein moved to approve the policy manual changes as presented.

**Support:** Supported by Ms. Oliver.

**RESULT:** Motion carried.

## XII. NEW BUSINESS

A. KDL Policy Manual: Section 3 – Other Services

Ms. Cooper presented the proposed changes to Section 3. The section was renamed from “Other Services” to “Operations and Facilities,” and now encompasses parts of Section 4. Section 3 also now includes the policies written up by KDL's lawyers regarding room rentals at the KDL Service and Meeting Center.

The Board collectively agreed to take this to a second reading.

B. Issue Analysis: RFP for Service Center Roof & HVAC (first reading)

Ms. Lancaster presented an RFP with KDL's recommendation for contractors to undertake the roof and HVAC projects. KDL received five proposals for the roof and one for HVAC.

**Motion:** Ms. Bruursema moved to approve the RFP for the KDL Service & Meeting Center Roof & HVAC repairs as presented.

**Support:** Supported by Mr. Erlewein.

**RESULT:** Motion carried.

C. Resolution: Ladies Night Liquor License – Comstock Park

*Roll-Call Vote*

**Motion:** Mr. Wilson moved to adopt a resolution for Kent District Library to obtain a special license to serve alcohol on November 19, 2018 for the Ladies Night Wine Tasting program series at the Comstock Park branch.

**Support:** Supported by Ms. Bruursema.

Roll call taken by the Secretary:

Ms. Bruursema – Yes

Mr. Erlewein – Yes

Ms. Idema- Yes

Mr. Noreen – Yes

Ms. Oliver – Yes

Ms. Weller– Yes

Mr. Wilson – Yes

**RESULT:** Motion carried 7-0.

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

*Roll-Call Vote*

**Motion:** Ms. Oliver moved to adopt a resolution for Kent District Library to obtain a special license to serve alcohol on November 6, 2018 for the Ladies Night Wine Tasting program series at the East Grand Rapids branch.

**Support:** Supported by Ms. Bruursema.

Roll call taken by the Secretary:

Ms. Bruursema – Yes

Mr. Erlewein – Yes

Ms. Idema- Yes

Mr. Noreen – Yes

Ms. Oliver – Yes

Ms. Weller– Yes

Mr. Wilson – Yes

**RESULT:** Motion carried 7-0.

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E. Resolution: Ladies Night Liquor License – Grandville

*Roll-Call Vote*

**Motion:** Mr. Noreen moved adopt a resolution for Kent District Library to obtain a special license to serve alcohol on September 28, 2018 for the Ladies Night Wine Tasting program series at the Grandville branch.

**Support:** Supported by Ms. Idema.

Roll call taken by the Secretary:

Ms. Bruursema – Yes	Mr. Erlewein – Yes	Ms. Idema- Yes	Mr. Noreen – Yes
Ms. Oliver – Yes	Ms. Weller– Yes	Mr. Wilson – Yes	

**RESULT:** Motion carried 7-0.

F. Resolution: Ladies Night Liquor License – Krause Memorial

*Roll-Call Vote*

**Motion:** Mr. Erlewein moved to adopt a resolution for Kent District Library to obtain a special license to serve alcohol on October 4, 2018 for the Ladies Night Wine Tasting program series at the Krause Memorial branch.

**Support:** Supported by Ms. Bruursema.

Roll call taken by the Secretary:

Ms. Bruursema – Yes	Mr. Erlewein – Yes	Ms. Idema- Yes	Mr. Noreen – Yes
Ms. Oliver – Yes	Ms. Weller– Yes	Mr. Wilson – Yes	

**RESULT:** Motion carried 7-0.

G. 2018-2020 Strategic Plan Update

Ms. Boisvenue-Fox presented the items from the Strategic Plan that are completed and in progress.

There were not many items in the first quarter of 2018, so formal updates to the Strategic Plan will be brought to the Board semi-annually.

H. Election of KDL Secretary

**Motion:** Mr. Erlewein moved to elect Allie Idema as KDL Board Secretary.

**Support:** Supported by Ms. Bruursema.

**RESULT:** Motion carried.

I. Board Retreat Update

Chair Weller announced that the Annual Board Retreat, an event usually held every September in Lowell, has been canceled this year due to having so many new KDL Board members. Instead, Chair Weller is beginning to organize a big training day for all of the new Board members. Ms. Weller will find a trainer once the Board vacancies have been filled. KDL awaits the county appointment of the Board members for Regions 5 and 8.

J. Ceremony for ALA Trustee Citation Award

Ms. Weller and Mr. Wilson were both selected as recipients of the 2017 American Library Association Trustee Citation. Ms. Weller was able to receive her award at the Opening Session of the ALA Annual Conference in New Orleans, but Mr. Wilson was unable to attend. Director Werner presented the awards and commended each of them for their efforts serving on the KDL Board, and for being outstanding trustees.

XIII. LIAISON REPRESENTATIVE COMMENTS – None.

XIV. PUBLIC COMMENTS – Mr. Brinkman said that Plainfield Township is doing well. The trail on Jupiter is coming along nicely. The carbon filter that the Township purchased brought the PFAs in the water down from 7.5 parts per trillion to 2, but they are still striving for zero. The Township is closing on the purchase of Rogue River Campground soon and it will be converted into a nice Township park.

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## XV. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema has a millage campaign coming up on August 7 and several for November, many of which are capital campaigns. The biggest one locally is for the Saugatuck Douglas Library. Ms. Bruursema met with Ms. Oliver on Monday to do some Board training. Ms. Bruursema concluded by thanking Mr. Wilson for all of his contributions as a Board Chair and trustee, and said his leadership took KDL to several levels it may not otherwise have reached.

Mr. Erlewein: Mr. Erlewein was excited to see that KDL is 123% above on the pension plan for prior obligations to staff. Mr. Erlewein thanked Mr. Wilson for serving on the Board and for the one-on-one mentoring he received from him when he was a new Board member.

Ms. Idema: Ms. Idema said that she is excited to be here and looks forward to digging in and learning all she can.

Mr. Noreen: Mr. Noreen congratulated Mr. Wilson on his award and wished him luck in the future. Mr. Noreen did his first Annual Report Presentation, with Spencer Branch Manager Kaitlin Tang and Ms. Dorfman, up in Spencer Township. He reported that it went well.

Ms. Oliver: Ms. Oliver announced that she completed her first Annual Report Presentation for Lowell Charter Township. She also mentioned that she was at a meeting last week for League of Women Voters. In October, the Byron Township Branch is holding a meeting explaining the ballot proposals. The voter turnout is supposed to be very high, and she was pleased to see KDL involved in doing some non-partisan voter education.

Ms. Weller: Ms. Weller reported that the ALA Annual Conference in NOLA she attended last month was one of the most exciting conferences she has ever been to. Ms. Weller also mentioned she recently went in for voter training to become a poll worker. The library has been recruiting poll workers and 4 people who were in her training class were there because of KDL, for a total of about 40 so far. It is important because districts have had difficulty finding people to work the voting booths. Ms. Weller thanked Mr. Wilson for his leadership on the Board and said he will be greatly missed.

Mr. Wilson: Mr. Wilson announced his retirement from the Board due to relocation. His house sold faster than he had anticipated. There is a small library on Old Mission Peninsula where he will be living. They have a campaign to expand, and Mr. Wilson is eager to get involved. He will be back to attend the Literary Libations Gala in September.

## XVI. MEETING DATES

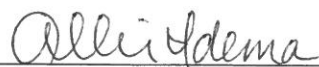
***Regular Meeting: Thursday, August 16, 2018 – KDL Service and Meeting Center – 4:30 p.m.***

## XVII. ADJOURNMENT

**Motion: Mr. Wilson moved for adjournment at 6:18 p.m.**

**Support: Supported by Mr. Erlewein.**

**RESULT: Motion carried.**



ALLIE BUSH IDEMA, KDL BOARD SECRETARY