

Approved

LOCATION: KDL Meeting Center (814 West River Center Drive, NE, Comstock Park, MI 49321)
DATE: Thursday, August 16, 2018 at 4:30 p.m.

Board Present: Shirley Bruursema, Andrew Erlewein, Allie Bush Idema, Tom Noreen, Caitie S. Oliver, Penny Weller

Board Absent: None

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

Guests Present: None

I. CALL TO ORDER

Chair Weller called the meeting to order at 4:35 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 – July 19, 2018

C. Request for Closing of the Caledonia Branch on September 29, 2018 to accommodate and participate in the annual Caledonia Chamber of Commerce Harvest Festival.

D. Request for Closing of the Kentwood Branch on Saturday, September 15, 2018 to accommodate the Kentwood Food Truck Rally.

E. Request for Closing of the Walker Branch on Saturday, September 15, 2018 to accommodate a thorough carpet cleaning.

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

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

VI. TRUTH IN TAXATION

A. Resolution to Establish Proposed Additional Millage

Roll-Call Vote

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

Support: Supported by Mr. Erlewein.

Roll call taken by the Secretary:

Ms. Bruursema – Yes

Mr. Erlewein – Yes

Ms. Idema - Yes

Mr. Noreen – Yes

Ms. Oliver– Yes

Ms. Weller – Yes

RESULT: Motion carried 6-0.

B. Public Hearing

Roll-Call Vote

Motion: Ms. Bruursema moved to recess the Kent District Library Board meeting at 4:39 pm to commence the public hearing on the 2018 Millage Tax Rate Request.

Support: Supported by Mr. Erlewein.

Roll call taken by the Secretary:

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

RESULT: Motion carried 6-0.

There were no public comments regarding the 2018 Millage Tax Rate Request.

Motion: Mr. Noreen moved to close the Public Hearing and reconvene the regular Board meeting at 4:40 p.m.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

C. Resolution: 2018 Millage Tax Rate Request

Roll-Call Vote

Motion: Ms. Bruursema moved to approve the resolution for the 2018 Millage Tax Rate Request.

Support: Supported by Ms. Oliver.

Roll call taken by the Secretary:

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

RESULT: Motion carried 6-0.

VII. FINANCE REPORTS – July 2018

Ms. Powers gave a monthly summarization of the finance report: cash is up 1.9 million or approximately 10% over the prior year. Revenues are at 96.8%. That is pretty standard since KDL receives most of the revenue in the beginning of the year. Expenditures are at 53% of the budget and KDL is 58% through the fiscal year. Bibliotheca was the highest check that KDL cut this month: \$217,000 for cloudLibrary content.

The Board asked questions of Ms. Powers and she responded.

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

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Shirley Bruursema noted the following motion items, which were approved at the August 9, 2018 Lakeland Library Cooperative Board meeting:

- The Board agreed to move the annual luncheon to the October meeting. Carol Dawe noted that the September Lakeland Board meeting conflicts with the Library of Michigan New Directors Workshop. Ms. Bruursema also noted that she is scheduled to speak at that workshop.
- Fund Balance Allocations as recommended and presented by the Finance Committee.
- The Nominating Committee for FY2018-2019 Lakeland Board officers will be Dale Parus, Advisory Council Chair, John McNaughton, and Mattie Cook. They will bring their report to the September 13, 2018 Board meeting.

Ms. Bruursema also noted that Kevin Bowling, Court Administrator, Circuit and Probate Courts, Ottawa County gave a presentation on the new electronic filing system for court documents.

IX. DIRECTOR'S REPORT – July 2018

Director Werner highlighted the following items:

- Director Werner pointed out photos of the bookmobile from the packet and announced that the bookmobile is now set to be launched the first week of October.

Approved

- KDL has partnered with Bethany Christian Services to provide Spanish-language board books for immigrant children to make their experience here better. Bethany has been assisting immigrant children for a very long time.
- KDL currently has six building projects either in discussion or underway.
- Director Werner encouraged everyone to attend the Literary Libations Gala, which will take place at Steelcase on September 6.

The Board asked question of staff and staff responded.

X. OLD BUSINESS

A. KDL Policy Manual: Section 3 – Facilities and Operations (second reading)

Motion: Ms. Idema moved to approve the policy manual changes as revised.

Support: Supported by Ms. Bruursema.

RESULT: Motion carried.

XI. NEW BUSINESS

A. Issue Analysis: Development Associate (first reading)

Ms. Horlings and Mr. Mortimore presented the Issue Analysis for the Development Associate. Right now, the department is just composed of Claire Horlings, so an associate with strong database and relational skills is necessary to further support KDL's new fund development direction.

Motion: Ms. Oliver moved to approve the creation of the Development Associate position as presented.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

B. Issue Analysis: SharePoint RFP (first reading)

Mr. Stevens presented the recommended RFP for SharePoint and his reasons for selecting it. Traction, based out of Wixom, MI, gave KDL a good price, took a holistic approach, and spent a significant amount of time describing KDL's use of Office 365 and will help leverage all of the tools for the platform as well.

The Board asked questions of Mr. Stevens, and he responded.

Motion: Mr. Erlewein moved to approve the SharePoint RFP as presented.

Support: Supported by Ms. Idema.

RESULT: Motion carried.

C. Changes to the KDL Board of Trustees 2018 Meeting Schedule

The October Budget session was requested to be switched with the regular October Budget meeting so that Director Werner could be present for the budget meeting.

Motion: Mr. Noreen moved to approve changes to the KDL Board of Trustees 2018 Meeting schedule as presented.

Support: Supported by Ms. Idema.

RESULT: Motion carried.

XII. LIAISON REPRESENTATIVE COMMENTS – None.

XIII. PUBLIC COMMENTS – Mr. Goble reported on Summer Reading Stats: KDL had an increase of about 3,000 participants this year. Branch staff are the key to that success and Mr. Goble wanted to give them well-deserved recognition.

Approved

XIV. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema encouraged all of the KDL Trustees to attend the upcoming Trustee Alliance Meeting in Lansing on October 5. Ms. Bruursema also noted that August 5 was her wedding anniversary, but she celebrated by going to SuperPartyWonderDay, and was glad she went. Ms. Bruursema also wanted to commend the branches for getting involved in so many community events: Gaines participated in Dutton Days recently and did a great job.

Mr. Noreen: Mr. Noreen reported that he and Lance recently went to Nelson Township to present the Annual Report. It went well and the township seems eager about the bookmobile.

Ms. Oliver: Ms. Oliver said that she attended SuperPartyWonderDay with her toddler and had a great time enjoying the BBQ and magician.

XV. MEETING DATES

Regular Meeting: Thursday, September 20, 2018 – KDL Caledonia Branch – 4:30 p.m.

XVI. ADJOURNMENT

Motion: Ms. Idema moved for adjournment at 6:07 p.m.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.



ALLIE BUSH IDEMA, KDL BOARD SECRETARY