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**KDL**  
Kent District Library

**Information.  
Ideas.  
Excitement!**

## BOARD OF TRUSTEES MEETING MINUTES

### LOCATION

KDL Nelson / Sand Lake Branch (88 Eighth St. Sand Lake, MI 49343)

### DATE

Thursday, September 19, 2019 at 4:30 p.m.

**BOARD PRESENT:** Shirley Bruursema, Andrew Erlewein, Sheri Gilreath-Watts, Allie Bush Idema  
(via teleconference), Charles Myers, Tom Noreen, Caitie S. Oliver, Penny Weller

**BOARD ABSENT:** None

**STAFF PRESENT:** Jaci Cooper, Randy Goble, Claire Horlings, Melissa Lancaster, Brian Mortimore, Kip Odell, Jared Olson, Laura Powers, Lance Werner, Carrie Wilson, Paula Wright

**GUESTS PRESENT:** Laura Hoffman

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#### 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 – August 15, 2019

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

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

**RESULT:** Motion carried.

#### VI. BRANCH MANAGER UPDATE – PAULA WRIGHT

- The Branch is closed on Thursdays.
- The Nelson Township/Sand Lake building had an ice dam and roof leak last winter in the children's area – Nelson Township did a wonderful job fixing the damaged caused by the leak and today you cannot tell there was ever a problem.
- Nelson Township also began a multi-year project to update the building's landscaping. The old prairie garden was removed and converted to green spaces this year. Next year, working with KDL's local Friends Group, staff hopes to have the front landscaping updated, including "water trough" flower containers to keep with the branch's barn theme. Staff have been brainstorming how to utilize the new green space in future programming.
- The Board's decision to do away with overdue fines on library materials has had a huge positive effect on Nelson Township/Sand Lake in a particular because it is a largely rural and impoverished area. Patrons have returned to the library who haven't visited in years – including a father who came to the branch just this week and rejoined KDL so he could check

## APPROVED

out library materials for his children. Staff have had nothing but positive feedback from patrons about no longer having overdue fines.

- Ms. Wright shared some of the branch's successful programs:
  - The Dungeons and Dragons Campaign: their Dungeon Master, Miss Bethany, has set up and runs the program in such a way that it is very easy to add and lose players each month while continuing an ongoing story.
  - Meet Up and Eat Up program: In partnership with Feeding West Michigan, this program provides free meals to children under the age of 18 during the summer months when they are not in school.
- Ms. Wright ended with an impact story: Earlier this year, a gentleman came up to the desk and handed her a handwritten note notifying her that the gentleman was deaf and recently, due to a car accident, had lost access to transportation for two weeks and was in fear of losing his job. He noticed the KDL Cruisers and asked if there was a way we could help him. The bikes usually just check out for one night, and the patron was willing to come back and forth to the branch to return one and check out another. However, this seemed like a lot of hassle for two weeks. Instead, staff made an exception and let the individual check out a bike for two weeks. The patron was incredibly grateful for the exception (and a way to get to work without losing his job). He returned the bike after two weeks without a problem.

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

### **FINANCE REPORTS – August 2019**

#### **VII.**

- The Director of Finance gave a brief overview of the August cash report, expenditures, and revenues. KDL is 66.67% through the fiscal year, has spent 57.2% of budgeted expenditures, and has received 99% of its budgeted annual revenues. Most revenue sources are received toward the beginning of the fiscal year, but KDL still awaits personal property tax reimbursement, which was received at the end of October last year. There is an outstanding transfer in transit for the month of August between the Kent County Pool Fund (KCPF) and Huntington Bank, so the KCPF balance appears to be at approximately \$18.7 million. After the transfer is taken into consideration, it is \$15.7 million. Cash is up approximately \$2 million over the prior year.
- Ms. Powers pointed out the Renaissance reimbursement for \$85k was received.
- The largest check written for the month of August was to Priority Health for health insurance.
- Ms. Powers gave an update on the RFP for KDL's investment advisors: public bid openings are scheduled for tomorrow at 10:00 am. A KDL team of stakeholders will take a look at the proposal and an Issue Analysis will be forthcoming.

**Motion: Mr. Myers moved to receive and file August 2019 finance reports as presented.**

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

**RESULT: Motion carried.**

Ms. Oliver arrived to the meeting at 4:48 p.m.

### **VIII. LAKELAND LIBRARY COOPERATIVE REPORT**

Ms. Bruursema noted the following items from the September 10, 2019 LLC meeting:

- A FY18-19 Budget Amendment Fund Balance Transfer. Director Dawe expressed her desire to cut down on budget transfers.
- The approval of a board-signed letter, courtesy of templates from ALA, addressed to MacMillan Publishing for the embargo they soon plan to place on eBook fiasco. There will be a big meeting in Nashville next week, with a letter writing campaign courtesy of ALA. This should cause a huge impact on libraries.

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## IX. DIRECTOR'S REPORT – August 2019

- Director Werner invited Ms. Horlings up to share highlights from the 2019 Literary Libations Gala:
  - Very positive feedback from attendees and authors and as a result there is greater momentum for next year's Gala.
  - Every table was fully paid for this year.
  - Last year's gala seated about 340 people; this year, approximately 375 were in attendance.
  - For the first time, KDL utilized a text-to-give app. and Paypal. Combined with some transactions using the square card reader, the approximate revenue generated during the gala was \$6,286.
  - A total of 19 KDL staff, board members, and volunteers made donations.
  - The total approximate revenue, including approximately \$1,425 in pledges as of today, is \$91,092. That is approximately \$20,347 more than last year's revenue. (2018: \$70,745) and represents about a 28.76% increase.
  - Expenses 2019 vs. 2018 – Final expenses are still being finalized, but Ms. Horlings estimates total expenses will be less than 40% of gross revenue this year.
- Director Werner gave an update on the theft rings KDL has been having issues with and said he is working with local legislators and KDL's lawyer to get an amendment to the Michigan Library Law passed. The amendment would allow library staff to work with police when a crime has been committed on library property.

The Board asked questions of staff and staff responded.

## X. NEW BUSINESS

### A. KDL Policy Manual – Section 6: Personnel *First Reading*

- Mr. Mortimore reviewed minor changes: the addition of National Library Worker's Day as an official floating holiday in the policy, and updated language to reflect the current check in/performance evaluation process.

**The Board elected to take KDL Policy Manual Section 6: Personnel to a second reading.**

### B. Issue Analysis: RFP for New Human Resources Information System (HRIS)

- Mr. Mortimore and a group of stakeholders met and narrowed down six RFP proposals, selecting Paycor as the new recommended HRIS. Paycor provides a solution to log in through smart phones to access leave records, allowing managers to sign off quickly and efficiently. The new system is also a cost savings of \$25k/year.

**Motion: Ms. Bruursema moved to approve the Paycor for KDL's new HRIS system as presented.**

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

**RESULT: Motion carried.**

### C. Issue Analysis: Bookmobile Building Update

*First Reading*

- Ms. Dorfman gave an update on some revisions that were discovered through the planning phase: the foundation systems need to be enhanced, soil was in worse condition than anticipated, and Consumers Energy wants the power line to go outside of the building rather than underneath. The original borings were done in 1999, so information was gathered based on those, but the soil progressively got worse over time.
- Ms. Lancaster provided additional details and background and answered questions from the Board.
- Weather permitting, the building is still projected to be done by the end of the year.

## APPROVED

**Motion:** Mr. Myers moved to approve the cost and timeline changes to the Bookmobile Building addition as presented.

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

**RESULT:** Motion carried.

### D. 2020 Board of Trustees Meeting Schedule

**Motion:** Mr. Myers moved to approve the 2020 Board of Trustees Meeting schedule as presented.

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

**RESULT:** Motion carried.

### E. 2020 Planned Branch and System Closings Schedule

**Motion:** Mr. Noreen moved to approve the 2020 Planned Branch and System Closings Schedule as presented.

**Support:** Supported by Ms. Gilreath-Watts.

**RESULT:** Motion carried.

### F. 2020 Board Budget Discussion and Review

- The Board discussed how many trustees should be sent to each conference so that decision could be reflected in the budget.

### G. ALA Annual Conference 2019 Presentation

- Mr. Erlewein gave a verbal update on the sessions he attended at the ALA Annual Conference and shared what he learned.

## XI. LIAISON REPRESENTATIVE COMMENTS – None.

## XII. PUBLIC COMMENTS – None.

## XIII. BOARD MEMBER COMMENTS -

**Ms. Bruursema** – Ms. Bruursema is amazed at all of the wonderful things branch managers do. She attended an appreciation dinner for the Gaines library staff last night. Ms. Bruursema also attended Literary Libations and believes it to be the best yet and enjoyed the networking. She hopes that next year the remodel will be done. Ms. Bruursema has been busy with a Grassroots subcommittee of ALA to work on the MacMillan embargo, so there will be a lot of letter writing, and templates can be found courtesy of ALA. She requested the issue to be on the October KDL Board agenda.

**Mr. Erlewein** – Mr. Erlewein asked a question about an expense regarding Google AdWords. He was pleased to see Nelson Township/Sand Lake Branch Pokémon Club results show up when he looked up the address of the branch.

**Ms. Gilreath-Watts** – Ms. Gilreath-Watts recently requested the Bookmobile for her church: Adam and Kelaine from the KDL Outreach Department visited, and the kids completely enjoyed being able to be check out a book at the event. Ms. Gilreath-Watts thanked those who made it possible and said she is honored to be a part of KDL.

**Ms. Idema** – Ms. Idema kicked off her Annual Report Presentations and the one for Byron Township went very well. She apologized for not being able to attend the meeting in person.

## APPROVED

**Mr. Myers** – Mr. Myers has completed his Annual Report meetings for the year and was able to showcase the new logo on his library card and name badge. Ms. Myers congratulated Mr. Goble on his two year anniversary.

**Mr. Noreen** – Mr. Noreen echoed the appreciation to branch managers and staff. Mr. Noreen welcomed Mr. Odell back to Nelson Township/Sand Lake since he used to be a part of the branch, and introduced Nelson Township Supervisor, Ms. Hoffman.

**Ms. Oliver** – Ms. Oliver apologized for being late due to a work emergency. Ms. Oliver enjoyed Literary Libations. Her friend's company sponsored half a table and reported back that they had a terrific time, and also used it as an opportunity to network.

**Ms. Weller**- Ms. Weller congratulated Ms. Horlings on the success of Literary Libations.

#### XIV. MEETING DATES

*Regular Meeting: Thursday, October 10, 2019 – KDL Service & Meeting Center – 4:30 p.m.*

*Regular Meeting: Thursday, October 24, 2019 – KDL Englehardt – 4:30 p.m.*

#### XV. ADJOURNMENT

**Motion:** Mr. Noreen moved for adjournment at 6:21 pm.

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

**RESULT:** Motion carried.



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ALLIE BUSH IDEMA, KDL BOARD SECRETARY

