

Approved

LOCATION: KDL Caledonia Branch (6260 92nd St SE, Caledonia, MI 49316)

DATE: Thursday, September 20, 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, Liz Guarino, Claire Horlings, Missy Lancaster, Brian Mortimore, Laura Powers, Lance Werner

Guests Present: Bill Brinkman, Sheri Gilreath-Watts

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 announced that Plainfield Township now officially owns Rogue River Campground.

IV. PUBLIC COMMENTS- None.

V. CONSENT AGENDA

- Approval of Agenda
- Approval of Minutes – August 16, 2018

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

Support: Supported by Ms. Bruursema.

RESULT: Motion carried.

VI. BRANCH MANAGER'S REPORT – Liz Guarino

Ms. Guarino gave an update about the recent changes and upcoming events at the Caledonia Branch:

- Shelby Toren, who was hired as an Adult Parapro in August, has taken on her new role with great enthusiasm. She has been to visit the residents at Station Creek Retirement Community twice since starting, and she is preparing for the annual Dessert Night, where staff provides desserts and door prizes, and shares library information with the residents. This will be the Caledonia Branch's third year hosting this event. A new assisted living facility is under construction near the library, and staff hope to provide library service to the residents there as well.
- Youth staff Alyson Cryderman and Adam Flynn have begun fall programming, and are scheduling outreach visits to many of the local schools. They will be starting a staff-led book club at Dutton Elementary for 4th and 5th graders this year. Adam will continue offering weekly Ukulele and KDL Lab afterschool programs at Duncan Lake Middle School. Caledonia has monthly KDL Lab outreach programs at two out of five elementary schools, and hopes to expand and have a third Youth Parapro, Audrey Barker. The branch shifted some hours from an open adult position in order to make this happen, because the need for outreach into the schools has grown so much.
- The branch will be closed on Saturday, September 29 for the annual Caledonia Chamber of Commerce Harvest Festival. Staff will have a booth with carnival style games and prizes. As a board member for the Chamber, Ms. Guarino is a part of the planning committee for the event, and is excited to be organizing the Scarecrow Contest, which will feature a row of Scarecrows in the grassy area adjacent to the library.

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- All of the staff at Caledonia have been hard at work on our Staff Picks Display, which is right near the Friends' Marketplace, and staff have received lots of compliments on the display.
- The branch's outdoor area continues to grow. Ms. Guarino would like to see a more permanent play structure geared towards 2-5 year olds.

VII. FINANCE REPORTS – August 2018

The Director of Finance gave a brief overview of the August cash report: cash increased 3 million dollars over the same time last year. Revenues are at 97.9% of the budget. Expenditures are at 59% of the budget. As KDL is 66.67% through the fiscal year, expenditures are slightly less than expected.

Ms. Powers talked to the State regarding the personal property tax reimbursement. KDL typically receives a very healthy check, but there was a recent change in legislation, so this year's check will not be as substantial. The last two years, KDL received over 100% but this year libraries are no longer eligible for excess: the maximum payout for libraries is 100%. Villages, counties, cities, and community colleges will be recipients of any excess funding.

KDL awaits the revenue from personal property tax reimbursement and the eRate reimbursement. KDL is in the process of submitting invoices for eRate reimbursement as the total amount of eRate reimbursement based on actual expenses. The personal property reimbursement should be received this fall.

The highest check issued in August was for Midwest Tape, a vendor for collection materials.

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

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Shirley Bruursema noted that she was not present for the last meeting. Director Werner noted the following motion items, which were approved at the September 13, 2018 Lakeland Library Cooperative Board meeting:

- The 2017-2018 Budget Transfers/Amendment 5
- The fund balance transfer for new director search expenses
- The FY2018-2018 Proposed Budget and Cost to Libraries as recommended by the Finance Committee and the Advisory Council
- The Cooperative Director's goals for FY2018-2019 as set forth by the Personnel Committee

IX. DIRECTOR'S REPORT – August 2018

Director Werner highlighted the following items:

- Literary Libations, which was held on September 6 at Steelcase, was a great success again this year. Director Werner called Ms. Horlings up to report on specifics of the event.
 - Ms. Horlings reported that the event had 360 attendees (23 were staff, volunteers, and Board) and generated \$66,000 in revenue, however, expenses are still being calculated and final numbers, including net revenue after expense deductions, will be reported at October's meeting.
 - Next year's Gala will be held at Frederik Meijer Garden, which will be more cost-effective.
 - The event will not be used as the primary means to raise money but instead used for the purpose of stewardship and increasing engagement with donors.
 - Ms. Horlings also mentioned she will be interviewing candidates for a Development Associate next Tuesday and hopefully making a hiring decision shortly thereafter.
- Director Werner announced that Kelloggsville has been a success. 85% of students are on free or reduced lunch, but recently free lunch has been offered to everyone to try to eliminate the stigma. The Kelloggsville football coach learned about the program and encouraged his players to go, so

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attendance has been up. Feeding America has been a great partner, and KDL would like to approach other areas that have at least 50% of the student body on free or reduced lunches to offer a similar program.

X. NEW BUSINESS

A. KDL Policy Manual: Section 3.7 Meeting Room Use (*First reading*)

Motion: Ms. Bruursema moved to approve Section 3.7 Meeting Room Use of the Policy Manual as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

B. 2019 Board of Trustees Meeting Schedule

Motion: Mr. Noreen moved to approve the 2019 Board of Trustees Meeting Schedule as presented.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.

C. 2019 Planned Branch and System Closing Schedule

Motion: Mr. Noreen moved to approve the 2019 Planned Branch and System Closing Schedule as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

D. Issue Analysis: RFP for Interior Design & Space Planning of the KDL Service Center (*First reading*)
KDL has been in the Service & Meeting Center since 2001. Few large changes have taken place in the Service Center side over the last 18 years, and KDL is due to invest in some maintenance. Via Design's proposal seemed to understand the project at hand and emphasized the importance of stakeholder input, so they are being recommended. If approved, a Building Committee will be established to ensure KDL spends money in as fiscally responsible a manner as possible.

The board asked questions of Ms. Dorfman and she responded.

Motion: Ms. Bruursema moved to approve Via Design's proposal for the KDL Service Center's design & space planning needs.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

E. Issue Analysis: Bookmobile Driver/Operator (*First reading*)

Motion: Ms. Oliver moved to approve the hiring of Bookmobile drivers/operators as presented.

Support: Supported by Ms. Idema.

RESULT: Motion carried.

F. Resolution: Retirement Plan Document Update (*Roll-call vote*)

Mr. Mortimore explained that two major changes were made to the retirement plan document: the vesting period and auto-enrollment for all employees at 3%. These changes were approved in November 2017 following a collective bargaining closed session.

Motion: Mr. Erlewein moved to adopt the restatement of the retirement plan document as presented.

Support: Supported by Mr. Noreen.

Ms. Bruursema – Yes Mr. Erlewein – Yes Ms. Idema – Yes

Mr. Noreen – Yes Ms. Oliver – Yes Ms. Weller – Yes

RESULT: Motion carried 6-0.

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G. Resolution: Fifth Budget Amendment (*Roll-call vote*)

Ms. Powers explained the budget amendment is to correct three housekeeping items: 1) adjusting the 2018 budget to match the rollup presented in the 2017 audited financials 2) dissolving the fiduciary Local Materials and Local Miscellaneous funds and 3) dissolving the fund development special revenue fund. Ms. Powers discussed all of the changes with the auditor and they are in concurrence.

Ms. Powers informed the Board that there may also be one other housekeeping budget adjustment to fix how the consulting fund was set up.

Motion: Ms. Oliver moved to approve the fifth budget amendment as presented.

Support: Supported by Mr. Erlewein.

Ms. Bruursema – Yes Mr. Erlewein – Yes Ms. Idema – Yes

Mr. Noreen- Yes Ms. Oliver – Yes Ms. Weller – Yes

RESULT: Motion carried 6-0.

- XI. LIAISON REPRESENTATIVE COMMENTS – Mr. Brinkman noted that Jupiter Avenue is now open and the bike path is approaching completion.
- XII. PUBLIC COMMENTS – None.
- XIII. BOARD MEMBER COMMENTS
- Ms. Bruursema: Ms. Bruursema announced that October 5 is the Alliance of Trustees Workshop in Novi. She and Ms. Oliver will be attending from the KDL Board. Ms. Bruursema has been busy with millages for the November 6 election.

Mr. Erlewein: Mr. Erlewein mentioned that he recently visited the Kelloggsville branch for the first time and had now gone to all of KDL's branches.

Mr. Noreen: Mr. Noreen reminded everyone that he will not be in attendance for the upcoming October 11 the budget workshop. He will be working in Alaska.

Ms. Oliver: Ms. Oliver did the Annual Report Presentation for Vergennes Township on Monday and has the one for the City of Lowell coming up. She wanted to mention that she was very impressed with Mr. Mortimore, who was there to do the report with her. Someone made a suggestion to add heat loss monitors and he was on it immediately, researching prices and emailing the KDL Leadership Team. She said she believes this is why KDL is so successful—staff listens to patrons and makes things happen. Ms. Oliver concluded by saying it has been a pleasure serving on the Board thus far.

Ms. Weller: Ms. Weller thanked Claire for doing a fantastic job at Literary Libations.

- XIV. MEETING DATES
- Special Budget Meeting: Thursday, October 11, 2018 – KDL Service & Meeting Center – 4:30 p.m.*
- Regular Meeting: Thursday, October 25, 2018 – KDL Byron Township Branch – 4:30 p.m.*

XV. ADJOURNMENT

Motion: Mr. Noreen moved for adjournment at 6:24 p.m.

Support: Supported by Mr. Erlewein

RESULT: Motion carried.

ALLIE BUSH IDEMA, KDL BOARD SECRETARY