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KDL
Kent District Library

**Information.
Ideas.
Excitement!**

BOARD OF TRUSTEES MEETING MINUTES

LOCATION

KDL Englehardt Branch (200 N Monroe St, Lowell, MI 49331)

DATE

Thursday, October 24, 2019 at 4:30 p.m.

BOARD PRESENT: Shirley Bruursema, Andrew Erlewein, Allie Bush Idema, Charles Myers, Caitie S. Oliver, Penny Weller

BOARD ABSENT: Sheri Gilreath-Watts, Tom Noreen

STAFF PRESENT: Jaci Cooper, Lindsey Dorfman, Randy Goble, Sandra Graham, Dawn Lewis, Brian Mortimore, Alantha Owen, Laura Powers, Trish Reid, Kurt Stevens, Hennie Vaandrager, Carrie Wilson

GUESTS PRESENT: Bill Brinkman, Sandy Eby, Jim Searfoss, Ethan Oliver, Barb Wenger

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. LIAISON REPRESENTATIVE COMMENTS – Bill Brinkman gave the following update from the Plainfield Township:

- A recreation budget was approved for Grand River Park, a new fishing pier and a kayak dock.
- The township's legal battles with Wolverine Worldwide continue.

IV. PUBLIC COMMENTS – Ms. Weller welcomed the Englehardt Branch Friends of the Library members and thanked them for coming.

***V. CONSENT AGENDA**

- A. Approval of Agenda
- B. Approval of Minutes – September 19, 2019
- C. Request for Early Opening of the Alto Branch on Tuesday, December 31, 2019 to accommodate the Happy Noon Year program.
- D. Request for Early Closing of the Kentwood Branch on Thursday, December 5, 2019 to accommodate the annual Kentwood Tree Lighting & Holiday Parade.

Motion: Mr. Myers moved to approve the consent agenda as presented.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.

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VI. BRANCH MANAGER UPDATE – SANDY GRAHAM + HENNIE VAANDRAGER

- Ms. Graham gave background on the branch's namesake: Harold Englehardt was an incredible benefactor to the Lowell area. He and his wife gave a major contribution to create this new building in 1997 and created the Lowell Area Community Fund, which has given several grants to programs and activities.
- Englehardt's wonderful staff serve on various workgroups: tech training, reader's advisory, teen programming, summer reading, and youth programming.
- Englehardt has a very engaged Friends of the Library group. Along with the traditional type of support, in the last two years they have applied for and received local grants to redesign and landscape the front area to create a reader's garden.
- The Lowell Rotary Club gifted the riverside reading deck. Patrons can enjoy the view of the river, ducks, geese, bald eagles, swans and, this year, egrets.
- Programming at Englehardt includes evening storytimes, "Teen Zones", and four very active book discussion groups, including a Cookbook Club put on by staff member Alantha Owens. As a direct result of patron' requests, staff added weekly Mahjongg games and family yoga and thermal cameras as part of our Beyond Books collection. For outreach, staff visit two senior living facilities, one which has a memory care unit; the Senior Neighbors building, which is also a Gilda's Club; youth staff does programming with local child care providers/educators; staff present the LEAP program to first graders and do "March is Reading Month" activities with the schools.
- A vital part of the Lowell community, Flat River Outreach Ministries, partnered with KDL in various programs and participated in Chamber of Commerce activities: Community Expo, Riverwalk Festival, the annual Christmas parade and, for the first time last week, Girls Night Out.
- Recently staff have been purchasing apples from the local farmer's market to pass out as a way to deal with afterschool teen hunger, but quickly realize this would be unsustainable. Options for continuation include asking the Friends group to underwrite this or working with other organizations in the area.
- For the last year the Englehardt Branch piloted KDL's Manager-in-Training program. Three outstanding KDL employees joined Englehardt staff as manager for a period of four months each. Staff enjoyed working with Crystal Logan-Syrewicze, Tricia Hetrick and now Hennie Vaandrager. Ms. Vaandrager shared the following about her experience:
 - Since Ms. Vaandrager wears many hats at KDL, she was able to see Summer Reading programming, Mission: Read and other things she is heavily involved in through the lens of a smaller branch and in a managerial role.
 - Many ideas came from the EDI discussions in the branch morning huddles. Part of her role has been to see those initiatives (curbside pickup, snacks for teens, toiletries for patrons) come to fruition.
 - Ms. Vaandrager thanked Ms. Graham and Ms. Dorfman for mentoring her along the way.

The Board asked questions of Ms. Graham and Ms. Vaandrager and they responded.

VII.

FINANCE REPORTS – September 2019

- The Director of Finance gave a brief overview of the September cash report, expenditures and revenues. KDL is 75% through the fiscal year, has received 99.3% of budgeted annual revenues and has spent 66.3% percent of budget expenditures.
- Ms. Powers announced a budget amendment next month or in December to get things aligned.

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- The largest check written for the month of September was to Priority Health for health insurance.
- Ms. Powers reported an error printing checks on 9.19. The batch was voided and reissued and the board treasurer was presented a copy of the voided check. The board requested a report of voided checks should it occur again in the future.

Motion: Ms. Oliver moved to receive and file September 2019 finance reports as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted the following items from the October 10, 2019 meeting and LLC Annual Luncheon at Frederik Meijer Garden:

- FY 2018-2019 and FY 2019-2020 Budget Amendments: To account for a missed accrued payroll and a forgotten leap year date, respectively.
- LLC Fund Depositories
- LLC Authorized Signatures
- MiCLASS Resolution and authorized documents
- Designation of Gabridge & Co. as auditor for the FY2019-2019 audit.

IX. DIRECTOR'S REPORT – September 2019

- Mr. Goble spoke about KDL's new direction with Workforce Development, which is growing from the Community Engagement Department and how KDL is partnering with community organizations to strengthen these efforts.
- The first of three business workshop for small and emerging businesses events will be here in Lowell. The workshop includes a panel on raising capital for minority-owned businesses and tips from a Human Resources expert.

The Board asked questions of staff and staff responded.

X. OLD BUSINESS

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

- Ms. Cooper reviewed requested changes from the September meeting that were incorporated into the second reading. A change to distinguish the difference between Teen Crew and teen volunteers was added to Section 6.14.

Motion: Mr. Myers moved to approve the changes to KDL Policy Manual: Section 6 as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

XI. NEW BUSINESS

A. 2019 Director's Evaluation Process

- Ms. Cooper reviewed the timeline for the Director's Evaluation for 2019 and explained the contents of the materials included in the packet for the Board's consideration.

B. 2019 Trustee Evaluation Process Discussion

- Chair Weller gathered input on introducing an evaluation process for the board. Options included adding it to the 2020 retreat agenda, which is usually in September, or waiting until just after the first of the year. The Board agreed to possibly incorporate it into the Board retreat agenda in 2020.

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C. Macmillan ebook Embargo Update

- Mr. Goble gave a summary on KDL's advocacy efforts regarding the Macmillan Publishing ebook embargo that goes into effect November 1. Director Werner asked staff to post on social media to spread awareness, asked staff to sign an online petition and sent letters to Macmillan publishers. Mr. Goble also contacted ALA President Wanda Brown to see if an organizational effort could be initiated to contact authors.
- The policy change will affect 6% of KDL's digital collection and increase hold times. Ali Kutcha, the Collection Services Librarian that is responsible for many of the ebook purchases, is staying abreast of the changes and providing messaging to patrons via the ebook platform.
- King County and other libraries are boycotting all Macmillan titles. At this point KDL is not joining the boycott.
- The policy change may set an unfortunate precedent.

XII. LIAISON REPRESENTATIVE COMMENTS – None.

XIII. PUBLIC COMMENTS – Mr. Stevens gave KDL staff members Craig Buno and Kristen Vandussen praise for representing KDL so well at a job fair recently and gave Mr. Buno praise for recognizing so many students by name.

XIV. BOARD MEMBER COMMENTS -

Ms. Bruursema – Ms. Bruursema attended MLA with Ms. Weller on Thursday, saw many acquaintances and got to hear Director Werner speak. She also attended a session put on by KDL's Community Engagement Manager, Sara Proano, and said it was fantastic.

Mr. Erlewein – Mr. Erlewein highlighted the Katie Kudos that David Specht received for helping an author record a video speech for the Literary Libations Gala that the author had to miss due to a delayed flight.

Ms. Idema – Ms. Idema thanked Englehardt staff for hosting the October meeting.

Mr. Myers – Mr. Myers personally congratulated Brian for 16 years of service at KDL. Mr. Myers commented on the status of the Ada Branch, which will be in his region.

Ms. Oliver – Ms. Oliver is pleased to see a lot of alignment with social work in a lot of the new KDL initiatives. She also shared that getting a library card was one of the first things she did when her family moved to the area in 1997. The KDL Englehardt branch has been her home library and now her sons come here. Ms. Oliver expressed her gratitude to utilize KDL and to serve for KDL.

Ms. Weller- Ms. Weller traveled to Novi for MLA on Thursday and attended Director Werner's keynote, adding that it was a worthwhile conference. Ms. Weller congratulated Mr. Mortimore on his 16-year anniversary with KDL.

XV. MEETING DATES

Regular Meeting: Thursday, November 21, 2019 – KDL Wyoming Branch – 7:00 p.m.

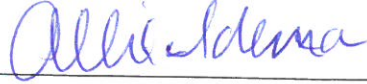
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XVI. ADJOURNMENT

Motion: Ms. Oliver moved for adjournment at 5:24 pm.

Support: Supported by Ms. Idema.

RESULT: Motion carried.



ALLIE IDEMA, KDL BOARD SECRETARY

