

Approved

LOCATION: KDL Byron Township Branch (8191 Byron Center Ave SW, Byron Center, MI 49315)

DATE: Thursday, October 25, 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, Eric DeHaan, Lindsey Dorfman, Randy Goble, Claire Horlings, Brian Mortimore, Laura Powers

Guests Present: Charles Myers

I. CALL TO ORDER

Chair Weller called the meeting to order at 4:31 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 – September 20, 2018 and October 11, 2018
- C. Request for Early Closing of the Kentwood Branch on Friday, December 7, 2018 to accommodate the Holiday Light Parade & Tree Lighting.
- D. Request for Early Closing of the East Grand Rapids Branch on Saturday, March 23, 2019 to accommodate the Sip & Support event for the East Grand Rapids Schools Foundation.

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

Support: Supported by Ms. Bruursema.

RESULT: Motion carried.

VI. BRANCH MANAGER'S REPORT – Eric DeHaan

Mr. DeHaan gave an update about the recent changes and upcoming events at the Byron Township Branch:

- The Byron Township Branch continues to see an increase in circulation, program attendance, outreach, and public computer use.
- Michigan has overall very poor reading scores, but Byron Township students are a bright spot in proficiency. The Byron Township area has a lot of parental involvement, which positively impacts reading scores. Parents that model reading have children who become academically successful readers. It is self-feeding cycle.
- Byron Township had the second highest number for completers in the summer reading club, which is impressive considering they are a medium-sized branch. They saw a 5% increase in completers and a total of 1800 kids.
- Byron is in third place behind Kentwood and East Grand Rapids for KDLville, the program that focuses on early literacy, and in first place for KDLand, the program that focuses on school-aged literacy.
- Staff does monthly visits to all of the local elementary schools: Byron, Byron Charter, and Byron Christian. Staff visits Brown Elementary, which is just across the street, every week.

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- One of the most well-known librarians, Barb DeYoung, retired earlier this year after being with KDL for over 15 years. Mr. DeHaan and staff had planned a four hour party to enjoy refreshments and celebrate sending her off into retirement. Mr. DeHaan joked that the event was like a book signing with James Patterson. People brought cards, gifts, etc., and the line was long all four hours. A single librarian made a huge impact on the kids and adults alike. Barb made every interaction with patrons special.
- Due to proximity, the branch has a great relationship with their neighbor Brown Elementary. Brown Elementary students spend the first part of their day reading. Linda Grit, a former shelfer at the branch, is the media specialist at Brown Elementary. Mr. DeHaan does a storytime for 18-25 students while they eat their lunches.
- Mr. DeHaan expressed interest building maker spaces, piloting more experimental initiatives, and leveraging augmented reality in a library setting. KDL, and even Byron Township Branch specifically, is a pioneering library: their branch was the first to pioneer a virtual reality, which has been open play once a month.

VII. FINANCE REPORTS – September 2018

The Director of Finance gave a brief overview of the September cash report: cash is up approximately \$2 million over the same time in the prior year. KDL is 75% through the fiscal year and revenues are at 98.8%. Expenditures are at 64.4 % of the budget. Leadership is taking a look at underspent areas and making proper adjustments. Last year, KDL added \$3 million to the fund balance and would like to avoid doing that in the upcoming fiscal year.

Priority Health was the largest check cut this month for insurance, and the second largest was for SirsiDynix consulting services.

KDL can still expect some revenues to come in this year: fourth quarter donations will come in with the year-end appeal, and KDL may receive an additional eRate payment for 4Q 2018 but it is dependent on the timeliness of submitting requests for reimbursements and receiving the funds from the government.

Motion: Mr. Noreen moved to receive and file September 2018 finance reports as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Shirley Bruursema noted the following motion items, which were approved at the October 11, 2018 Lakeland Library Cooperative Board meeting:

- The election of slate of officers for FY2018-2019 as presented by the Nominating Committee at the September 13, 2018 meeting.
- The 2017-2018 Budget Transfer/Amendment 7 as presented.
- The FY2018-2019 Fund Depositories as presented.
- The authorized signatures for FY2018-2019 as presented.
- The bank resolutions for FY2018-2019 as presented.

Resolutions were signed for the following banking institutions:

- Chemical Bank
- Flagstar Bank
- Independent Bank
- Macatawa Bank
- Mercantile Bank of Michigan
- The designation of Joe Verlin of Gabridge & Company as the independent auditor for the Cooperative's financial statements for the Fiscal Year ended September 30, 2018.

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IX. DIRECTOR'S REPORT – September 2018

In Director Werner's absence, members of the KDL Leadership team highlighted the following items:

- KDL plans to partner with a third party vendor to create a program for people to obtain an actual high school degree diploma rather than a GED. It is a partnership with a third party vendor.
- Ms. Boisvenue-Fox spoke to the 2018 downward trend in digital circulation, attributing it to the fact that KDL's new eBook platform does not automatically fulfill holds. However, the circulation is starting to trend upwards again.

The Board asked questions of staff and staff responded.

X. NEW BUSINESS

A. Literary Libations Net Revenue Update

Ms. Horlings presented the finalized numbers for the 2018 Literary Libations gala. Thanks to some recent donations from attendees, KDL grossed approximately \$70k, plus a \$3k pledge. Feedback from guests included appreciation for the compelling patron videos that were shown during the event and learning more about the many ways KDL is meeting the needs of the community. Ms. Horlings reminded everyone that the Literary Libations Gala is not only a fundraiser, but also a friend raiser. She followed up with 30+ corporate and individual donors to thank them again, get their feedback on the event, and to promote a cycle of stewardship. Ms. Horlings also reported that as a result of her follow-up conversations, two guests have agreed to serve on the gala planning committee.

Ms. Horlings also gave an update on the upcoming Year-End Appeal: Reading Booster Packs for all the branches are the focal point this year.

B. Director's Evaluation Process

Chair Weller reviewed the timeline and process for Director Werner's 2018 evaluation, and Ms. Cooper provided additional clarity to the newer Board members.

C. KDL Policy Manual Section 4: Patron Behavior

KDL's lawyer, Anne Seurnyck, wrote most of the patron behavior policy presented. A strong patron behavior policy ensures that KDL's spaces are comfortable and safe for patrons and staff alike. Having strong policy that is passed by the Board backs up our staff and allows them to do the jobs they need to do. The policy was extensively reviewed by Leadership, and branch managers gave feedback. Ms. Cooper took all thoughts and comments and turned them into a unified policy that fit into the existing framework KDL has. There were a few slight changes made to improve the flow of the policies since the structure was approved in June, and Ms. Dorfman pointed those out. Printer-friendly summaries under 4.1 and 4.3 were added so staff can give them out to offending patrons.

The Board asked questions regarding certain policies and language, and staff responded. The Board collectively decided to take the section 4 changes to a second reading to examine them more closely.

XI. LIAISON REPRESENTATIVE COMMENTS – None.

XII. PUBLIC COMMENTS – None.

XIII. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema did not go to MLA and was sad to have missed it. It was the first MLA Conference she missed in 25 years, but plans to be there next year again when Ms. Boisvenue-Fox is president. Ms. Bruursema reported that she met with people from Chelsea about their millage next summer, and that they "borrowed" KDL's Military Card idea. They will launch on November 11 – Veterans Day. Ms. Bruursema concluded by saying that she was pleased to see a photo in the paper of the KDL pumpkin bowling game that the Gaines Branch of KDL put on at the Heritage Festival. The festival was a great success again this year.

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Mr. Erlewein: Mr. Erlewein went to MLA and has only great things to say about it. He went to a budget session and there were only about 5 people in the room. A sexual harassment session, put on by KDL Kentwood staff, really opened his eyes to what branch staff have to deal with on a daily basis.

Ms. Idema: Ms. Idema commented on the Walker Needs Assessment and Survey.

Mr. Noreen: Mr. Noreen apologized for not being present for the budget work session, though he was glad to hear it went very quickly for everyone else.

Ms. Oliver: Ms. Oliver attended MLA last week. She said it was amazing and she was really glad she got to attend her first year serving on the Board. Ms. Oliver also attended Englehardt Branch Manager Heather Wood-Gramza's farewell party on Friday. Ms. Oliver said Ms. Wood-Gramza left on a great note and she will be missed.

Ms. Weller: Ms. Weller attended MLA again this year and had a terrific time. She considers it one of the better learning experiences for trustees. Ms. Weller announced that KDL finally has a full Board, and introduced Chuck Myers from the audience as a returning Board member who previously served for 17 years before moving to another region of KDL's service area. Ms. Weller also said Sheri Gilreath-Watts was also appointed as the Region 8 trustee, and both will officially join the Board for the November meeting.

XIV. MEETING DATES

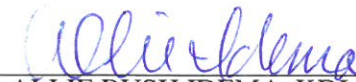
Regular Meeting & Budget Approval: Thursday, November 15, 2018 – KDL Cascade Branch – 7:00 p.m.

XV. ADJOURNMENT

Motion: Mr. Erlewein moved for adjournment at 5:49 p.m.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.



ALLIE BUSH IDEMA, KDL BOARD SECRETARY