

Approved

LOCATION: KDL Cascade Township Branch (2870 Jacksmith Ave. SE, Grand Rapids, MI 49546)

DATE: Thursday, November 15, 2018 at 7:00 p.m.

Board Present: Andrew Erlewein, Sheri Gilreath-Watts, Allie Bush Idema, Charles R. Myers, Tom Noreen, Caitie S. Oliver, Penny Weller

Board Absent: Shirley Bruursema

Staff Present: Michelle Boisvenue-Fox, Jaci Cooper, Lindsey Dorfman, Claire Horlings, Laura Powers, Kurt Stevens, Vanessa Walstra, Lance Werner

Guests Present: Bill Brinkman

I. CALL TO ORDER

Chair Weller called the meeting to order at 7:02 p.m.

II. PLEDGE OF ALLEGIANCE

III. CONSENT AGENDA

A. Approval of Agenda

B. Approval of Minutes – October 25, 2018

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

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

IV. PUBLIC HEARING – 2019 Budget

Roll-Call Vote

Motion: Mr. Noreen moved to recess the Kent District Library Board meeting at 7:06 p.m. to commence the public hearing on the 2019 Budget.

Support: Supported by Ms. Oliver

Ms. Bruursema – Absent	Mr. Erlewein – Yes	Ms. Gilreath-Watts – Yes	Ms. Idema – Yes
Mr. Myers – Yes	Mr. Noreen – Yes	Ms. Oliver – Yes	Ms. Weller – Yes

RESULT: Motion carried 7-0.

There were no public comments regarding the 2019 budget.

Motion: Ms. Oliver moved to close the public hearing and reconvene the regular Board meeting at 7:07 p.m.

Support: Supported by Mr. Erlewein.

V. LIAISON REPRESENTATIVE COMMENTS – Mr. Brinkman announced that the PFAS in the water supply are under control in Plainfield Township and down to zero. Plainfield Township recently renamed the Rogue River Campground to Grand River Park, and they took the contamination and building signs down.

VI. PUBLIC COMMENTS- None.

Approved

VII. BRANCH MANAGER'S REPORT – Vanessa Walstra

Ms. Walstra gave an update about the recent changes and upcoming events at the Cascade Branch:

- In 2018, the Cascade Branch has been focusing on building community. Staff began this journey by looking at the set-up of public spaces and determining ways to adapt those spaces to encourage the public to see the library as a community space. This led Cascade staff to:
 - Move magazines to the front to raise their visibility and encourage people to sit and read
 - Create more conversational seating spaces by rearranging recently returned books
 - Add more work spaces near windows
 - Re-introduce coffee to the library
 - Expand the KDLville space to allow for more children's activities
- Staff hosted the Cascade Walk Photo Challenge. Patrons submitted photos from locations in the Cascade area; 40 photos were selected to be made into decorative canvasses for the library. The public was then encouraged to vote for their favorites, and the top three received a Kindle Fire.
- Cascade started a new partnership with the Mary Free Bed YMCA, and continue outreach to five area senior living centers, bringing books, activities, and library love to the local seniors.
- Youth staff remain active in the local schools by doing weekly summer story times, bringing monthly KDL Lab activities to the schools, bringing weekly activities to local after-school care programs, and through a new parent-child book club with two local middle schools.
- Staff members look forward to new stand-up checkout stations that will be placed throughout the branch and to piloting a new computer kiosk this year that would allow patrons to check out laptops or Chromebooks to use in convenient spaces in the library.

Ms. Walstra concluded by sharing an impactful story about a young 5th grade patron who gave her a button she won at summer camp and note saying she wanted to give it to her favorite person and only friend. Ms. Walstra wanted to emphasize the importance of building relationships with patrons.

The Board asked questions of Ms. Walstra, including her history with KDL and the aspirations she has for the Cascade branch, and Ms. Walstra answered.

VIII. FINANCE REPORTS – October 2018

The Director of Finance gave a brief overview of the October cash report and revenues and expenditures. Cash appears to be up \$6 million over last year because \$3 million of that sum was transferred between Kent County Pool Fund (KCPF) and Huntington Bank. The KCPF statement runs one month behind, so the \$3 million was technically counted twice in this dashboard but was reported appropriately in the financials. Cash is actually up about \$3 million, which is expected. KDL is 83.3% through the fiscal year. Expenditures are at 73.4% and revenues are at 102.2%.

Ms. Powers pointed out a coding error posting the Personal Property Tax Reimbursement in the October statements. The property tax line item was overstated by approximately \$450,000 and state sources line item was understated by approximately \$450,000. It will be corrected on the November statements.

The largest check this month was to Arrow Roofing at just over \$200k for the KDL Service Center's new roof.

Ms. Powers noted that KDL plans to roll over a smaller figure into the fund balance than last year. Some of the fund balance was spent down by increasing collection materials to benefit taxpayers and patrons. Prior to the end of the year, Collection Development will spend approximately an additional \$650k on collection materials.

Motion: Mr. Myers moved to receive and file October 2018 finance reports as presented.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.

Approved

IX. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema was absent and could not provide an update, but according to the minutes, the following motion item was approved at the November 11, 2018 Lakeland Library Cooperative Board meeting:

- The Non-Resident Card recommendation was approved as submitted by the ILS council to remove wording in the policy about purchasing cards, so now patrons will have one per each library rather than one card listing all applicable libraries.

X. DIRECTOR'S REPORT – October 2018

Director Werner highlighted the following items:

- The theme for the branch updates this month was the daily huddle, and the huddle is paying big dividends as a communication tool. Ms. Dorfman worked hard to institute the huddle and Director Werner wanted to recognize her for her efforts.
- The BookMark assessment tool that HR Director Brian Mortimore designed is taking off. Libraries around the country are starting to use it, and even a library in Canada. KDL wants to help ensure that libraries are successful and hiring the right people, and the assessment tool helps to provide unbiased support.

The Board asked questions of staff and staff responded.

XI. OLD BUSINESS

A. KDL Policy Manual – Section 4: Patron Behavior (*second reading*)

Ms. Dorfman spoke to the changes that were made. The Board's suggestions from the first reading and a few other changes that Youth Staff suggested were highlighted in the packet in yellow.

Motion: Ms. Idema moved to approve the Section 4 Policy Manual changes as presented.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

XII. NEW BUSINESS

A. 2018 Strategic Plan Update

Ms. Boisvenue-Fox gave an update on the activities for the 2018 Strategic Plan and showed the Board which activities were completed, which are ongoing, and which have new target dates. In light of new Board members, Ms. Boisvenue-Fox gave a brief overview of the crowd-sourcing feedback origin of the plan.

B. 2019-2020 Strategic Plan Activities

Ms. Boisvenue-Fox presented the new activities that staff drafted in order to fulfill the goals of the 2018-2020 Strategic Plan, which was approved by the Board last December.

C. Director's Evaluation: Request for December Closed Session

Director Werner requested a closed session at the December Board meeting for a discussion of his annual performance evaluation.

Motion: Mr. Myers moved to call a closed session at the December 20, 2018 meeting of the KDL Board of Trustees to discuss the Director's performance evaluation.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

D. Resolution: Fund Type for Consulting

Roll-Call Vote

Motion: Mr. Erlewein moved to approve the dissolution of the Business Consulting Special Revenue Fund budget as presented and record consulting activities using an Enterprise Fund.

Support: Supported by Ms. Oliver.

Approved

Ms. Bruursema – Absent	Mr. Erlewein – Yes	Ms. Gilreath-Watts – Yes	Ms. Idema – Yes
Mr. Myers – Yes	Mr. Noreen – Yes	Ms. Oliver – Yes	Ms. Weller – Yes

RESULT: Motion carried 7-0.

E. Resolution: 6th Budget Amendment

Roll-Call Vote

Motion: Mr. Noreen moved to approve the 6th budget amendment as presented.

Support: Supported by Mr. Erlewein.

Ms. Bruursema – Absent	Mr. Erlewein – Yes	Ms. Gilreath-Watts – Yes	Ms. Idema – Yes
Mr. Myers – Yes	Mr. Noreen – Yes	Ms. Oliver – Yes	Ms. Weller – Yes

RESULT: Motion carried 7-0.

F. Resolution: Approval of 2019 Original Budget

Roll-Call Vote

Motion: Mr. Myers moved to approve the proposed 2019 Budget as presented.

Support: Supported by Mr. Erlewein.

Ms. Bruursema – Absent	Mr. Erlewein – Yes	Ms. Gilreath-Watts – Yes	Ms. Idema – Yes
Mr. Myers – Yes	Mr. Noreen – Yes	Ms. Oliver – Yes	Ms. Weller – Yes

RESULT: Motion carried 7-0.

XIII. LIAISON REPRESENTATIVE COMMENTS – Mr. Brinkman noted that Plainfield Township also passed their budget this past Monday night. He shared that he was recently invited to Kent City High School for a special Veteran's Day event. The school's band and choir performed, and they treated veterans to lunch and breakfast. He believe the event was a wonderful way to teach younger generations patriotism and he wished more schools did the same.

XIV. PUBLIC COMMENTS – None.

XV. BOARD MEMBER COMMENTS

Mr. Erlewein: Mr. Erlewein said that before the meeting, he caught a little bit of a program the KDL Rockford branch was putting on tonight on how to send your kids off to college. He said it was less focused on the financial aspect and more on the emotional: how to select the right school and how to step back as a parent.

Ms. Idema: Ms. Idema expressed her gratitude to everyone for their hard work. She said that going through the Strategic Plan was fascinating and made her more aware of all of the really good work KDL is doing to change lives.

Mr. Myers: Mr. Myers said that he is excited to be back on the Board.

Mr. Noreen: Mr. Noreen had a great opportunity this afternoon to attend the KDL Friends Appreciation Luncheon. A member of the Cascade Friends group won the Volunteer of the Year Award. Mr. Noreen expressed his gratitude for all those who volunteer for the various Friends groups within KDL.

Ms. Oliver: Ms. Oliver mentioned Christmas Through Lowell—an event this weekend and encouraged everyone to attend.

Ms. Gilreath-Watts: Ms. Gilreath-Watts said this is the season of thanks and she is grateful to be part of a great Board. She mentioned that she visited the Wyoming branch last Friday to meet staff. She looks forward to the opportunity of serving on the Board.

Ms. Weller: Ms. Weller expressed her excitement about having a full board for the first time in her term as KDL Board Chair. Earlier in the day, she attended the Friends Volunteer Appreciation Luncheon and reported it was a great success, celebrating a wonderful bunch of people that do so much for KDL.

Approved

XVI. MEETING DATES

Regular Meeting: Thursday, December 20, 2018 – KDL Meeting Center – 4:30 p.m.

XVII. ADJOURNMENT

Motion: Ms. Idema moved for adjournment at 8:11 p.m.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.



Allie Bush Idema, KDL Board Secretary

