



BOARD OF TRUSTEES MEETING MINUTES

LOCATION

KDL Wyoming Branch (3350 Michael Ave SW, Wyoming, MI 49509)

DATE

Thursday, November 21, 2019 at 7:00 PM

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

BOARD ABSENT: None.

STAFF PRESENT: Katie Blakeslee, Jaci Cooper, Lindsey Dorfman, Anjie Gleisner, Randy Goble, Kelaine Mish, Brian Mortimore, Kip Odell, Laura Powers, David Specht, Kurt Stevens, Angie Stout, Lance Werner, Carrie Wilson

GUESTS PRESENT: Judy Barszcz, Bill Brinkman, Linda Kibbey, Valerie Morris, Jan Schulling, David Stout

1. CALL TO ORDER

Chair Weller called the meeting to order at 7:01 PM.

2. PLEDGE OF ALLEGIANCE

*3. CONSENT AGENDA

A. Approval of Agenda

B. Approval of Minutes: October 10, 2019 (Open and Closed Sessions), October 24, 2019

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

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – Plainfield Township Treasurer Bill Brinkman gave the following update:

- A committee for the township's new Community Center has been formed. Financing is currently being discussed.
- Though exact details cannot be given, the Wolverine Worldwide PFAs lawsuit is going well.

5. PUBLIC COMMENTS – Jan Schulling, a Grandville Friends representative and a president of the Friends of the Library Alliance, thanked everyone for the Friends and Volunteer luncheon that was held on November 15 at the Cascade branch. Ms. Schulling also expressed her gratitude to the Board for their support over the last 26 years. She concluded by praising the exemplary employees KDL has and appreciates the great job everyone does.

6. PUBLIC HEARING – 2020 BUDGET

Roll Call Vote

APPROVED

Motion: Ms. Oliver moved to recess the Kent District Library Board meeting at 7:06 PM to commence the public hearing on the 2020 Budget.

Support: Supported by Mr. Noreen.

Ms. Bruursema – Yes	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 8-0.

There were no public comments regarding the 2020 budget.

Motion: Mr. Myers moved to close the public hearing and reconvene the regular Board meeting at 7:07 PM.

Support: Supported by Mr. Erlewein.

7. FINANCE REPORTS – October 2019

- The Director of Finance gave a brief overview of the October cash report, expenditures and revenues. Cash appears to be up \$1.5M over the prior year, but with transfers pending. With these considered, cash is actually up approximately \$500K over the prior year.
- KDL is 83% through the fiscal year, has received 102.2% of budgeted annual revenues and has spent 69.6% of budgeted expenditures.
- December's agenda will also include a budget amendment.
- KDL received the personal property tax reimbursement, which was significantly up from what the State of Michigan predicted in the fall of 2018, coming in at \$426K, rather than the anticipated \$200K.
- The largest check written for the month of October was to Priority Health for \$138K for health insurance.
- Last month, the Board requested a voided check report, which was included in this month's financials. The vendor on the report did not receive their check so KDL Finance reissued it.
- After putting out an RFP for investment advisor services, four potential firms were interviewed by a team consisting of one board member, two members of the KDL Finance Department, the Director of Finance, the Director of Human Resources and the Executive Director. Ms. Powers plans to bring a recommendation to the board in January.

Motion: Mr. Noreen moved to receive and file October 2019 finance reports as presented.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.

8. BRANCH MANAGER UPDATE – ANJIE GLEISNER

- Ms. Gleisner has been manager of the Wyoming branch since August 5th. Since then, much of her time has been spent getting to know the staff members, their roles and responsibilities, community members and school administrators, along with the building and equipment.
- Wyoming has a new Mom and Baby support group hosted by staff member Abby D'Addario. The group features baby play, bonding with other mothers and special guests from the Kent County Health Department who are available to answer questions. The Wyoming Friends Group recently offered to support gift bags for new moms as well.
- Circulation Manager Karen Small and Ms. Gleisner are both mentoring at Godfrey Lee Early Childhood Center and report positive experiences.

APPROVED

- The branch had an overwhelming turnout for a recent Holocaust Survivor Speaker, Martin Lowenberg, and plans to accommodate a larger crowd by hosting another event in the future at a larger venue nearby.
- Youth Specialist Ty Papke works on a team that plans to establish a small satellite collection at Godfrey Lee Alternative High School, which currently does not have a library. The school would provide space, staffing and shelving while KDL will provide the materials and ILS access.
- Wyoming will be one of two KDL locations to offer patrons the opportunity to speak with a Legal Aid Attorney via an Amazon Echo device in one of the study rooms.
- Clare O'Tsuji, the new youth paraprofessional at Kelloggsville, has been working with new school media specialist Keith Caterino and Principal Jim Arnold to make the library more inviting and supportive of the high school's teens. Weekly teen zones are now drawing over 30 teens at a time.
- The Library for the Blind and Physically Handicapped (LBPH) has recently changed its name to the Talking Book and Braille Center. Shelley Roossien's role within KDL will be changing to encompass more system wide responsibilities.

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

9. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted the following items from the November 14, 2019 meeting:

- The new fiscal year for 2020 started October 1.
- LLC has issued non-resident card policy changes to reflect current practices.
- The meeting spent a significant amount of time on the McMillan Boycott discussion. The LLC hopes to have a million letters sent out by the end of the year.
- Asked Director Werner to comment on Senate Bill 611, to which he shared: The bill currently has bipartisan support, though the Michigan Library Association does not support it yet.
New language was added to the bill that will allow some libraries to opt out if they so choose and will further define what sort of crimes will be covered under the law.
- The LLC voted to send letters to MLA and other legislators in support of the bill.
- The FY 2019-2020 Meeting Calendar was approved.

10. DIRECTOR'S REPORT – October 2019

- Mr. Werner asked Katie Blakeslee, the new point person for the KDL Board of Trustees. Ms. Cooper will be promoted to a Project Management role and many existing duties of front desk administration have been delegated out. Board-related tasks have been added in. Ms. Blakeslee gave a brief background.
- Director Werner reviewed some rules of the Open Meetings Act that the Board had previous questions about.
- Director Werner spoke about a new initiative with Spectrum Health providing clinical services and screenings to the general public and thanked Crystal Logan-Syrewicze and Liz Guarino for their work on the partnership.
- Attorney Lee Marvin will be conducting workshops for new Americans.
- The Kentwood branch will be testing new translation services. Kentwood schools have over 70 languages. The language converter has the capability to take a document and convert it to an MP3. Staff members who are multilingual confirm it works well.
- Trends in summer reading data were discussed.

APPROVED

The Board asked questions of staff and staff responded.

11. NEW BUSINESS

A. Strategic Plan Update

- Mr. Goble reviewed the second of two 2019 Strategic Plan updates. New activity is highlighted in blue in the meeting packet. In response to a board member's question about collaboration with local teachers, Mr. Goble called on Ms. Mish, KDL Bookmobile Operator and librarian, to speak about her experience in this arena.

B. Director's Evaluation: Request for December Closed Session*

Motion: Ms. Bruursema moved to call a closed session at the December 19, 2019 meeting of the KDL Board of Trustees to discuss the Director's performance evaluation.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

C. Resolution: Second 2019 Budget Amendment*

Roll Call Vote

Motion: Mr. Noreen moved to approve the second 2019 budget amendment as presented.

Support: Supported by Ms. Gilreath-Watts.

Ms. Bruursema – Yes	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 8-0.

D. Resolution: Second 2020 Budget* *Roll Call Vote*

Motion: Mr. Erlewein moved to approve the second 2020 budget as presented.

Support: Supported by Ms. Oliver.

Ms. Bruursema – Yes	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 8-0.

E. "Behind the Scenes at KDL" Video Presentation

Mr. Mortimore showed a promotional video made by Angie Stout and David Specht, which will now be incorporated into KDL's onboarding process and available on KDL's website for potential hires.

12. LIAISON REPRESENTATIVE COMMENTS – None.

13. PUBLIC COMMENTS – None.

14. BOARD MEMBER COMMENTS -

Ms. Bruursema – Ms. Bruursema said the volunteer luncheon was fabulous, well-attended and much appreciated. She wished everyone a blessed Thanksgiving.

Mr. Erlewein – Mr. Erlewein was impressed with KDL's Art Extravaganza.

Ms. Gilreath-Watts – Ms. Gilreath-Watts regrets having to miss the last meeting due to a conflict with Parent-Teacher conferences. Wyoming is her home branch and she is happy to be here.

APPROVED

Ms. Idema – Ms. Idema thanked Ms. Gleisner for hosting at the beautiful Wyoming branch and highlighted the patron response stories from the Byron Township branch. She appreciates that staff there always seem to go above and beyond for patrons.

Mr. Myers – Mr. Myers appreciates Director Werner's law degree and that he keeps his credentials active. Not only does KDL financially benefit from his political savviness, but his expertise also makes him a great resource.

Mr. Noreen – Mr. Noreen thanked everyone for their prayers, cards, flowers and thoughts after his car accident last month. He is doing well and is sorry to have missed the meeting.

Ms. Oliver – Ms. Oliver recently attended the City of Lowell meeting with Director Werner and Ms. Dorfman for the Annual Report presentation. At the meeting, potential solutions to recuperate from a failed tax vote were discussed. In order to fix the roads, one of the many options discussed would be to cut funding for the library. No formal decision has been made.

Ms. Weller – In the spirit of the Thanksgiving holiday approaching, Ms. Weller expressed her gratitude to the Board, Director Werner and the Leadership Team, the Friends who have attended and continue to support KDL in so many ways and to Mr. Brinkman who always makes an effort to attend the KDL Board meetings.

15. MEETING DATES

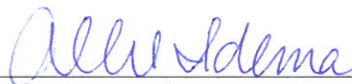
Regular Meeting: Thursday, December 19, 2019 – KDL Service & Meeting Center, 4:30 PM

16. ADJOURNMENT

Motion: Ms. Idema moved for adjournment at 8:35 PM.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.



ALLIE IDEMA, KDL BOARD SECRETARY