



## BOARD OF TRUSTEES MEETING MINUTES

### LOCATION

KDL Service & Meeting Center (814 West River Center Drive, Comstock Park, MI 49321)

### DATE

Thursday, December 19, 2019 at 4:30 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, Randy Goble, Claire Horlings, Kevin Kameraad, Kelaine Mish, Brian Mortimore, Laura Powers, Kurt Stevens, Lance Werner, Carrie Wilson

**GUESTS PRESENT:** Bill Brinkman

---

#### 1. CALL TO ORDER

Chair Weller called the meeting to order at 4:33 PM.

#### 2. PLEDGE OF ALLEGIANCE

#### \*3. CONSENT AGENDA

- A. Approval of Agenda
- B. Approval of Minutes: November 21, 2019.
- C. Request for Closing – Reschedule of the East Grand Rapids Branch In-Service Day from October 27, 2020 to November 3, 2020.
- D. Request for Closing – System-wide late opening on January 2, 2020 to accommodate Consumer's Energy electrical work at the KDL Service & Meeting Center.

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

**Support:** Supported by Ms. Bruursema.

**RESULT:** Motion carried.

#### 4. LIAISON REPRESENTATIVE COMMENTS – None.

#### 5. PUBLIC COMMENTS – None.

#### 6. FINANCE REPORTS – November 2019

- The Director of Finance gave a brief overview of the November cash report, expenditures and revenues. Cash appears to be up \$1.8M over the prior year.
- KDL is 91.67% through the fiscal year, has received 100.6% of budgeted annual revenues and has spent 78.9% of budgeted expenditures.

## APPROVED

- The largest check written for the month of November was for approximately \$261K for the Bookmobile Building project.
- No voided checks report because there were none for the month of November.
- The technology budget remains underspent because the budgeted expenses were based on a combination of IT projects, some of which were delayed in 2019 and some of which the Leadership Team made a strategic decision to cancel. If KDL chooses to go forward with the delayed projects, it will be in 2020. The budget also anticipated some additional fees and startup costs related to completed projects, which did not end up being incurred.
- There were some additional equipment and furniture purchases for various branches made at the end of the year that will post in December 2019.

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

**Support:** Supported by Mr. Erlewein.

**RESULT:** Motion carried.

### 7. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted the following items from the December 12, 2019 meeting:

- The director was reviewed and able to present her goals for the upcoming year.
- Lance Werner announced that Governor Whitmer appointed him to the State Historic Advisory Board. He looks forward to making Michigan's numerous historic documents available to the public.
- Werner also reported on Senate Bill 611 and hoped to present at the workgroup the next week to better define crime and other concerns about the bill. Can be an opt-in situation for libraries. Appreciates the robust conversations around the issue.

### 8. DIRECTOR'S REPORT – November 2019

- Ms. Horlings gave an update on the revenues and expenditures for the Literary Libations Gala. There was a 32% increase over last year, representing 34% gross revenue. Additionally, expenditures decreased by 30% over last year.
- Ms. Horlings recognized Randy Goble and his team for all of their help with promoting Mission: Read! and contributing to its success.
- General Mailings: This year, over 2K letters were sent out across three zip codes.
- Donations are currently down about \$4K from last year.
- Currently, there are 27 new donors from the YE Appeal.
- Ms. Dorfman highlighted the Youth Summit, which was planned and organized by KDL's team of Youth Specialists. The summit hosted two guest speakers who gave presentations on bias education and on being trauma-informed when speaking with children.
- Mr. Stevens touched on the patron management system that is currently being piloted at the Kentwood branch. Sara Proano brought over a Translation Specialist to test the program and they were impressed by it. Mr. Stevens spoke of new ways the service might be applied, such as translating legal documents completely free of cost. Issue analysis is forthcoming regarding a recommendation for a contract award with full budget details.
- Director Werner touched on EDI efforts going forward: KDL will be organizing a cross-functional team to identify areas where the library can be more effective in the community.
- Ms. Wilson spoke about KDL's upcoming diversity audit of current collection.
- KDL was interviewed by HireReach and will be a part of Cohort 2.

The Board asked questions of staff and staff responded.

# APPROVED

## 9. NEW BUSINESS

### A. 2020 Election of Officers\*

**Motion:** Mr. Myers moved to appoint Ms. Bruursema as KDL Board of Trustees Chair, Mr. Noreen as Vice Chair, Mr. Erlewein as Treasurer and Ms. Idema as Secretary for the 2020 calendar year.

**Support:** Supported by Ms. Oliver.

**RESULT:** Motion carried.

### B. 2020 Trustee Board Assignments\*

Chair Weller initiated the annual trustee board assignment discussion to allow trustees an opportunity to express their desire to depart or join an advisory board or the Lakeland Library Cooperative Board.

**Motion:** Mr. Noreen moved to appoint Mr. Myers and Ms. Weller to continue to serve as KDL Board representatives on the KDL Pension Board, Ms. Bruursema to continue to serve as KDL Board representatives on the Lakeland Library Cooperative Board and Ms. Oliver and Ms. Weller to co-serve as KDL Board representatives on the Alliance of Friends for the 2020 calendar year.

**Support:** Supported by Ms. Gilreath-Watts.

**RESULT:** Motion carried.

### C. Resolution: Third 2019 Budget Amendment\*

*Roll Call Vote*

**Motion:** Mr. Myers moved to approve the third 2019 budget amendment as presented.

**Support:** Supported by Ms. Weller.

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: Health Insurance Funding\*

*Roll Call Vote*

**Motion:** Ms. Oliver moved to approve the resolution regarding the Publicly Funded Health Insurance Contribution Act (Public Act 152 of 2011 [“PA 152”]), which resolves that Kent District Library elects to comply with the 80% limitation in Section 4 of PA 152 for benefit plan coverage years, beginning on or after January 1, 2020.

**Support:** Supported by Ms. Bruursema.

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. Resolution: Letter in Support of Senate Bill 611\*

*Roll Call Vote*

**Motion:** Ms. Bruursema moved to approve sending a letter to Michigan legislation in support of the Senate Bill 611.

**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.

## 10. LIAISON REPRESENTATIVE COMMENTS – Bill Brinkman gave the following report on the Plainfield Township:

- Board and residents of the Plainfield Township are thankful for current developments. The township currently boasts several new parks, but is in dire need of a community center.

## APPROVED

- The township was awarded \$64M from the Wolverine Worldwide lawsuit. The township plans to extend water services. Bids are currently going out to get water connected to Cannonsburg and Algoma townships.

**11. PUBLIC COMMENTS\*\*** – Ms. Mish announced she is celebrating 20 years at KDL this month and wanted to thank the Board for the time and energy they put into helping make KDL a wonderful place to work.

**12. BOARD MEMBER COMMENTS**

**Ms. Bruursema** – Ms. Bruursema announced that Legislative Day in Lansing is April 22. She wished everyone a healthy and productive 2020.

**Mr. Erlewein** – Mr. Erlewein wished everyone a happy holiday and expressed his excitement at continuing to be KDL Board of Trustee's Treasurer in the 2020 calendar year.

**Ms. Gilreath-Watts** – Ms. Gilreath-Watts thanked Mr. Stevens for visiting her classroom and giving her students a gift: Hekima, which in Swahili means wisdom. She expressed gratitude for how he encouraged them. She also applauded KDL's Leadership Team for listening to her requests and lastly called for KDL to continue to strive for more ways to serve a diverse community. She wished everyone a happy holiday and is looking forward to the new year.

**Ms. Idema** – Ms. Idema thanked the KDL staff for their helpfulness and setting her up for success every board meeting. She expressed for the upcoming year and new decade.

**Mr. Myers** – Mr. Myers shared his passion for the library and for serving on the Board. He wished everyone a happy holiday and thanked his fellow board members for another great year.

**Mr. Noreen** – Mr. Noreen thanked KDL staff for everything they do to make things run smoothly at the library. He wished everyone a Merry Christmas.

**Ms. Oliver** – Ms. Oliver expressed gratitude for serving another year on the KDL Board and excitement for her newly appointed position representing KDL's Board of Trustees at the Alliance of Friends. She wished everyone a Merry Christmas.

**Ms. Weller** – Ms. Weller reflected on her past two-year tenure as Board Chair. She shared her love for KDL and excitement for the year up ahead. She wished everyone a Merry Christmas and a happy New Year.

**13. MEETING DATES**

*Regular Meeting: Thursday, January 16, 2019 – KDL Service & Meeting Center, 4:30 PM*

## APPROVED

### 14. CLOSED SESSION – Labor Agreement\*

*Roll Call Vote*

**Motion:** Mr. Myers moved at 6:44 PM pursuant to section 8(a) of the Open Meetings Act for the purpose of discussing the tentative UAW labor agreement

**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.

**Motion:** Ms. Oliver moved to adjourn the closed session and resume the Regular Board Meeting at 7:27 PM.

**Support:** Supported by Mr. Noreen

### 15. CLOSED SESSION – Director's Performance Evaluation\*

*Roll Call Vote*

**Motion:** Mr. Myers moved at 7:34 PM pursuant to section 8(a) of the Open Meetings Act for the purpose of conducting the Director's performance evaluation.

**Support:** Supported by Mr. Erlewein.

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.

**Motion:** Ms. Oliver moved to adjourn the closed session and resume the Regular Board Meeting at 9:15 PM.

**Support:** Supported by Ms. Gilreath-Watts.

### 16. DIRECTOR'S ANNUAL PERFORMANCE REVIEW

Chair Weller noted that the Board discussed Director Werner's performance and would like to offer him a raise and end of year bonus. The Board would like him to set specific, measurable goals for his own performance in the upcoming year and meet those goals as part of next year's performance and compensation discussion.

**Motion:** Ms. Bruursema moved to approve the director's salary increase for 2020.

**Support:** Supported by Mr. Oliver.

**RESULT:** Motion carried.

### 17. ADJOURNMENT

**Motion:** Mr. Myers for adjournment at 9:25 PM.

**Support:** Supported by Ms. Oliver.

**RESULT:** Motion carried.



ALLIE BUSH IDEMA, KDL BOARD SECRETARY