

APPROVED

KDL
Kent District Library

**Information.
Ideas.
Excitement!**

BOARD OF TRUSTEES MEETING MINUTES

LOCATION

KDL Meeting Center (814 West River Center Dr., Comstock Park, MI 49321)

DATE

Thursday, December 20, 2018 at 4:30 p.m.

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

BOARD ABSENT: None

STAFF PRESENT: Michelle Boisvenue-Fox, Jaci Cooper, Lindsey Dorfman, Randy Goble, Claire Horlings, Brian Mortimore, Jared Olson, Laura Powers, Kurt Stevens, Lance Werner

GUESTS PRESENT: Bill Brinkman, Amy Van Andel, Steve Van Andel, Christopher Wilson

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. CONSENT AGENDA

A. Approval of Agenda

B. Approval of Minutes – November 15, 2018

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

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

IV. AWARD CEREMONY - Library Champion Award for Amy Van Andel

Director Werner presented Amy Van Andel with the 2018 Library Champion Award. Ms. Van Andel received this award for championing the burgeoning community of Ada by being the lead donor and namesake of the Amy Van Andel Library Branch.

Ms. Van Andel graciously accepted the award and thanked Director Werner.

V. LIAISON REPRESENTATIVE COMMENTS – None

VI. PUBLIC COMMENTS– None

VII. FINANCE REPORTS – November 2018

The Director of Finance gave a brief overview of the November cash report and revenues and expenditures. Cash appears to be roughly the same as last year because approximately \$1.7 million was transferred between Kent County Pool Fund and Huntington Bank in 2017. The KCPF statement runs one month behind, so the \$1.7 million was counted twice in this dashboard on the 2017 side but was reported appropriately in the financials. Cash is actually up about \$1.5 million over the prior year. KDL is 91.67% through the fiscal year, and revenues are just over budget by approximately \$100k. This year, KDL received more dollars than

APPROVED

anticipated. Expenditures are at 82.7%. The 2018 budget planned to use the fund balance. When comparing actual expenses to actual revenue, 86.3% was used. At the end of the 2018 fiscal year, it appears KDL may add \$700k to the fund balance, according to Ms. Powers' latest projection, but she will keep the Board apprised if different.

Motion: Ms. Oliver moved to receive and file November 2018 finance reports as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Shirley Bruursema noted the following item, which was approved at the December 13, 2018 Lakeland Library Cooperative Board meeting:

- The advisory SWOT (Strength Weaknesses Opportunities Threats) plan.

IX. DIRECTOR'S REPORT – November 2018

Director Werner highlighted the following items from the Director's Report:

- Broadview Product Development plans to drop off the Media Sanitizer this week. Director Werner visited their headquarters in Zeeland and did a test run to take cigarette smoke odor out of materials. The next step is to get a patent and to tweak the temperature settings to ensure the equipment effectively rids all odors and pests from library materials.
- Ms. Horlings gave an update on the year-end appeal. Ms. Horlings thanked Randy Goble and the Marketing and Communications Department for doing a great job creating a compelling message and art work to share with the public. Ms. Horlings presented to the Board the booster packs that the year-end appeal is hoping to fund. So far, this year's campaign raised approximately \$25,724. Last year's total was \$33,969.

The Board asked questions of staff and staff responded.

X. NEW BUSINESS

A. 2019 Election of Officers

Motion: Ms. Bruursema moved to appoint Ms. Weller as KDL Board of Trustees Chair, Ms. Bruursema as Vice Chair, Mr. Erlewein as Treasurer, and Ms. Idema as Secretary for the 2019 calendar year.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

B. 2019 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: Ms. Idema moved to reappoint Ms. Weller and Mr. Myers to serve as KDL Board representatives on the KDL Pension Board, and Mr. Myers to serve on the KDL Pension Board, to reappoint Ms. Bruursema to serve as a KDL Board representative on the Lakeland Library Cooperative Board, and to reappoint Ms. Weller to serve as a KDL Board representative on the Alliance of Friends for the 2019 calendar year.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

C. KDL Policy Manual – Section 6: Personnel (*first reading*)

Mr. Mortimore spoke to the changes in Section 6: Personnel. He recommended the elimination of 6.12 Tuition Reimbursement because KDL has not been granting this benefit for some time, and for the sake of continuity because many of the benefits KDL offers are not spelled out in the policy manual.

APPROVED

Mr. Mortimore outlined some of the other benefits that are offered to staff.

The Board asked questions regarding the implications the passing of the proposal legalizing marijuana has on the existing, unchanged policy from Section 6 and Mr. Mortimore responded.

Motion: Ms. Oliver moved to approve

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

D. Resolution: Health Insurance Funding

Roll Call Vote

Motion: Mr. Erlewein 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 medical benefit plan coverage years beginning on or after January 1, 2019.

Support: Supported by Mr. Myers.

Ms. Bruursema – Yes

Mr. Erlewein – Yes

Mr. Gilreath-Watts – Absent

Ms. Idema – Yes

Mr. Myers – Yes

Mr. Noreen – Yes

Ms. Oliver – Yes

Ms. Weller – Yes

RESULT: Motion carried 7-0.

- XII. LIAISON REPRESENTATIVE COMMENTS** – Plainfield Township Treasurer Mr. Brinkman reported that Plainfield Township passed an ordinance outlawing the sale of marijuana in response to the State passing the proposition for recreational use of marijuana. Mr. Brinkman also reported that the campground is coming along well, despite there being more contamination than anticipated. Lastly, Mr. Brinkman reported that Wolverine Worldwide backed out of the agreement they had with Plainfield Township and the case for the PFAS water contamination will now go to federal court.

XIII. PUBLIC COMMENTS – None

XIV. BOARD MEMBER COMMENTS

Ms. Bruursema: Ms. Bruursema was sorry to have missed the November board meeting. She reported that libraries she has been working with have won a lot of millages. Recently, there was a bill proposed to move elections to the month of June. Ms. Bruursema expressed her relief about the bill not being passed. Ms. Bruursema enjoyed the Christmas basket delivery and said it was nice to see the libraries she represents and meet some new staff. Ms. Bruursema concluded by wishing everyone a Merry Christmas and a healthy and happy new year.

Mr. Erlewein: Mr. Erlewein encouraged other board members to look into employer-matched donations. He always donates money at the end of the year to KDL and his company matches his contribution.

Ms. Idema: Ms. Idema wished everyone happy holidays.

Mr. Noreen: Mr. Noreen enjoyed the holiday basket delivery and wished everyone a Merry Christmas and a Happy New Year.

Ms. Weller: Ms. Weller thanked Director Werner for accompanying her to the libraries for the holiday basket delivery. KDL staff members were so, so happy to get their packages and it was a fun and festive time.

Ms. Gilreath-Watts joined the meeting at 6:09 p.m.

APPROVED

XV. MEETING DATES

Regular Meeting: Thursday, January 18, 2018 –KDL Meeting Center– 4:30 p.m.

XVI. CLOSED SESSION – Director's Performance Evaluation

Roll-Call Vote

Motion: Mr. Noreen moved at 6:27 p.m. to meet in closed session pursuant to section 8(a) of the Open Meetings Act for the purpose of conducting the Director's performance evaluation.

Support: Supported by Ms. Oliver.

Roll call by the Secretary:

Ms. Bruursema – Yes

Mr. Erlewein – Yes

Mr. Gilreath-Watts – Yes

Ms. Idema –Yes

Mr. Myers - Yes

Mr. Noreen – Yes

Ms. Oliver– Yes

Ms. Weller – Yes

RESULT: Motion carried 8-0.

Motion: Mr. Noreen moved to adjourn the closed session and resume the Regular Board Meeting at 7:56 p.m.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.

XVII. DIRECTOR'S ANNUAL PERFORMANCE REVIEW

Chair Weller noted that the Board discussed Director Werner's performance and proposed a salary increase for 2019.

Motion: Mr. Myers moved to approve the Director's salary increase for 2019.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

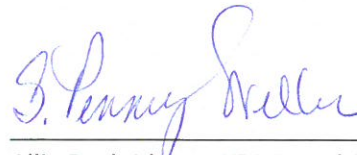
The Board thanked Director Werner for his service and noted that he had a particularly successful year not only within the organization and local community, but also for bringing national attention to KDL by earning the Librarian of the Year award and for being named to the slate for ALA's Presidential election for 2020-2021. Director Werner showed his appreciation and gratitude for the Board's decision.

XVIII. ADJOURNMENT

Motion: Ms. Oliver moved for adjournment at 8:10 p.m.

Support: Supported by Mr. Erlewein

RESULT: Motion carried.

 Board Chair

Allie Bush Idema, KDL Board Secretary