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## BOARD OF TRUSTEES

### LOCATION

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

### DATE + TIME

Thursday, July 16, 2020 at 4:30 PM.

BOARD PRESENT: Shirley Bruursema, Sheri Gilreath-Watts, Charles Myers, Caitie S. Oliver (via teleconference), Penny Weller

BOARD ABSENT: Andrew Erlewein, Tom Noreen

STAFF PRESENT: Katie Blakeslee, Jaci Cooper, Jim Davis, Sheri Glon (via teleconference), Randy Goble (via teleconference), Claire Horlings, Annette Miller (via teleconference), Kelaine Mish (via teleconference), Brian Mortimore, Michelle Roossien, Melissa Snyder, Lance Werner, Carrie Wilson

GUESTS PRESENT: Bill Brinkman, Bethany Verble

#### 1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:36 PM.

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CONSENT AGENDA\*

A. Approval of Agenda

B. Approval of Minutes: May 21, 2020

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

Support: Supported by Ms. Weller.

RESULT: Motion carried.

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

- Despite the effects of the pandemic, Plainfield Charter Township continues to work on the construction on Rogue River Park. The township's commitment to dealing with pFas issues remains steadfast.
- Mr. Brinkman will be running for his third term as Treasurer in the upcoming election. As of today, he is the oldest public treasurer in the state of Michigan, but if he wins again he will become the oldest public treasurer in the United States of America and Canada.

#### 5. PUBLIC COMMENTS\*\* – None.

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### 6. 2019 AUDIT REPORT – Maner Costerisan

- Ms. Snyder introduced Maner Costerisan auditor Bethany Verble, thanking her and the rest of the Maner Costerisan team for working remotely through the audit.
- Ms. Verble shared that while the coronavirus pandemic will surely have a long-term impact on many organizations, it is not yet possible to predict what these impacts are going to be.
- As of now, experts anticipate a drop in future property tax value, though nothing quite as dramatic as the drop in 2008.
- In 2019, KDL saw a significant increase of approximately \$7M in net pension assets. This was most likely due to an especially positive investment performance, though Ms. Verble warns this same increase is not likely for 2020.
- Maner Costerisan reports that KDL's finances are consistent with what they have seen in the past and gave KDL an unmodified opinion.

### 7. FINANCE REPORTS – May & June 2020\*

The Acting Director of Finance gave a brief overview of the 2020 year-to-date financials:

- Cash appears to be up \$1M over the previous year. This is in line with what we saw for May as well. It was noted that KDL is holding more assets in the Huntington accounts than usual. The Library is holding off on excessive and unnecessary transfers in funds as it prepares to begin a new relationship with investment manager Atlanta Capital.
- KDL is 50% through the fiscal year, has received approximately 89.8% of budgeted annual revenues and has spent approximately 44.8% of budgeted expenditures.
- The largest checks written for the month of June were to Overdrive for \$200K as a deposit for additional online activity and to Bibliocommons for \$165K for the initial implementation and ongoing costs of the new website.
- A number of checks were issued with a \$0 value attached to them. This was to rectify a printing issue wherein some checks were printed without proper signatures. The \$0 value allows the checks to "spoil" in the system without misrepresenting actual funds.
- There were no voided checks in the month of June.

Motion: Ms. Weller moved to receive and file May and June 2020 finance reports as presented.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

### 8. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted the following items from the July 9, 2020 virtual meeting:

- The Cooperative met over Zoom with no new or urgent agenda items discussed.
- There may be some concern around funding for libraries and education in 2020.
- While some libraries in the Co-op have decided to open up, others continue to offer curbside service only. No libraries have reported significant issues one way or the other.

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### 9. DIRECTOR'S REPORT – June 2020

- Director Werner shared that he is excited to be back to an in-person meeting. Since March, businesses in West Michigan have been closed, the nation has experienced a new civil rights crisis, KDL has completely switched over to curbside service and a third of KDL's Leadership Team has rolled over. All of this, yet he has never had so much fun or been so inspired by the people with whom he works. He is so proud to be a part of KDL.
- Director Werner introduced Carrie Wilson in her new role overseeing the back end of KDL operations and KDL branches, a move which should serve to unify both front end and back end operations and goals. Ms. Wilson shared that she is excited for this opportunity and looks forward to working with some amazing managers along the way.
- Director Werner introduced Jim Davis, who has been hired as Temporary Education Liaison for KDL. Mr. Davis is well-known for his volunteer engagement in the Grand Rapids area and comes to KDL with "a network and a vision."
- Right now, KDL is waiting for virus and infection rates to go down before opening back up to the public. KDL's main goal is to not lose or infect a single employee during this time.
- Director Werner called Brian Mortimore to give an announcement to the Board:
  - Last year, KDL was named one of the best and the brightest companies to work for in West Michigan. Six months later, this same institution reached out to say that KDL also scored high nationally and was named one of the best and brightest employers to work for in the nation. This was not an award for which KDL applied, but for which KDL was nominated.

The board asked questions of staff and staff responded.

### 10. FUND DEVELOPMENT REPORT – June 2020

Claire Horlings gave the following update on Fund Development and Summer Wonder donations:

- As of today's meeting, total donations are estimated to be approximately \$39.6K, with the Friends groups and Alliance of Friends collectively giving approximately \$24.5K and an additional \$100 from individual donors.
- Additionally, KDL has received \$15K from PNC Foundation for book prizes for young readers, which has served to pay for all but \$239 of that budget.
- Individual donations covered 13.2% of the Summer Wonder revised budget, which was raised by approximately \$114.6K due to costs related to the pandemic shutdown. Donations would have covered about 21.5% of the original budget.
- An application has just been submitted for the Kline Community Impact Prize, which will award a \$250K unrestricted prize to a library based on community impact.
- This year, the Literary Libations Gala will be exclusively virtual. To date, every donor who has either paid for their sponsorship or pledge. So far, the Gala has acquired approximately \$31.2K in revenue and about \$56.9K altogether, including pledges.

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## 11. NEW BUSINESS

### A. TBBC Presentation: Shelley Roossien

- Accessibility and Inclusion Specialist Shelley Roossien gave a short presentation updating the board on KDL's newly revamped Talking Books and Braille Center, which is a federally funded program through the National Library Service for the Blind & Print Department of the Library of Congress.
- This service provides braille and audiobooks to people who cannot read standard print due to visual, physical or organic reading disability.
- KDL's TBBC has been serving all patrons with a qualifying disability in Kent, Ionia and Montcalm counties since 1973. Patrons do not need to obtain a library card to enroll.

### B. Update: Director Werner's 2020 Goals

### C. KDL Policy Manual – Section 3: Facilities + Operations—*First Reading\**

Motion: Mr. Myers moved to approve changes to section 3 of the KDL Policy Manual as presented.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

### D. Resolution: Truth in Taxation

*Roll Call Vote\**

Ms. Snyder reviewed the timeline for the L4020 forms. The millage was originally passed for 1.28 mills, but 1.2581 mills is the maximum KDL is permitted to levy to keep the revenue flat.

Motion: Mr. Myers moved to approve the truth in taxation resolution to establish proposed decrease in revenue.

Support: Supported by Ms. Weller.

Ms. Bruursema—Yes	Mr. Erlewein—N/A	Ms. Gilreath-Watts—Yes	Mr. Myers—Yes
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Mr. Noreen—N/A	Ms. Oliver—Yes	Ms.	Weller—Yes
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RESULT: Motion carried 5-0.

## 12. LIAISON REPRESENTATIVE COMMENTS – Mr. Brinkman looks forward to this pandemic being completely over.

## 13. PUBLIC COMMENTS\*\* - None.

## 14. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema could not be more proud of what KDL has done and what they are doing to make sure everything keeps running during this global pandemic. Last week at the Gaines Branch she tested out curbside pickup for printing and thought it went very smoothly. She also noted that there is a high demand for curbside service in general as there was a steady stream of vehicles coming in when she was there.

Ms. Gilreath-Watts – Taking a moment to recognize current the current wave of racial unrest amidst global pandemic, Ms. Gilreath-Watts expressed pride in how KDL has chosen to respond

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in both instances and remarked that KDL should be a model to other libraries for how to handle these situations. Specifically, she recognized Director Werner and the Leadership Team for setting high standards and high expectations.

Mr. Myers – Mr. Myers is proud of the KDL Leadership Team and Staff for how they have been making it through this difficult time.

Ms. Oliver – Ms. Oliver joined via teleconference as she is slightly under the weather and did not want to put any other board or staff members at risk. She echoed Ms. Gilreath-Watts sentiments concerning KDL's proactivity surrounding current events. Additionally, she is extra proud of how curbside services are going.

Ms. Weller – Ms. Weller wanted to reiterate to each board member that the Board of Trustees Retreat is scheduled for Monday, August 10 and will take place at the Kent District Library Service and Meeting Center Grand River Meeting Room. Ms. Weller is so excited to see everyone in person and be back with all of her KDL friends, even if that includes masks and distance.

### 15. MEETING DATES

*Regular Meeting: Thursday, August 20, 2020 – KDL Service & Meeting Center, 4:30 PM.*

### 16. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 6:15 PM.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.



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SHERI GILREATH-WATTS, KDL BOARD SECRETARY