

APPROVED



## BOARD OF TRUSTEES

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### LOCATION

Held via remote connection per Governor Whitmer's Executive Order 2020-160.

### DATE + TIME

Thursday, August 20, 2020 at 4:30 PM.

**BOARD PRESENT:** Shirley Bruursema, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Charles Myers, Tom Noreen, Caitie S. Oliver, Penny Weller

**BOARD ABSENT:** None.

**STAFF PRESENT:** Katie Blakeslee, Jaci Cooper, Angela Culp, Randy Goble, Sheri Glon, Brian Mortimore, Sara Proano, Melissa Snyder, Kurt Stevens, Lance Werner, Carrie Wilson

**GUESTS PRESENT:** None.

#### 1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:32 PM.

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CONSENT AGENDA\*

A. Approval of Agenda

B. Approval of Minutes: July 16, 2020

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

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

**RESULT:** Motion carried.

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

#### 5. PUBLIC COMMENTS\*\* – None.

#### 6. FINANCE REPORTS – July 2020\*

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

- Cash appears to be up \$1.3M over the previous year. The First National Bank is currently at \$0, which came to mature over July. \$240K from this were put into the operating account so it can be transferred to Atlanta Capital for investment.
- KDL is 58% through the fiscal year, has received approximately 93.5% of budgeted annual revenues and has spent approximately 52.5% of budgeted expenditures.

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- The largest checks written for the month of July were to Priority Health for \$128,841 to cover health benefits.
- There were a few voided checks due to the originals being lost in transit. These were voided and then either reissued in July or August, depending on when the loss was reported.

**Motion:** Mr. Myers moved to receive and file July 2020 finance reports as presented.

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

**RESULT:** Motion carried.

### 7. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted the following items from the August 13, 2020 virtual meeting:

- A lot of libraries are reporting successful openings back up to the public.
- Many have experienced very few problems with enforcing social distancing as not a lot of people are coming in and out of the libraries.

### 8. DIRECTOR'S REPORT – July 2020

- Director Werner remarked that KDL is currently working on hotspot access to provide internet for patrons.
- So far, branches have seen a few issues surrounding the governor's executive order requiring all patrons to wear masks, but this seems to be expected given public opinion.
- As the governor opens up the state more, KDL looks forward to providing additional services and transitioning to a sense of normalcy.
- There have been a lot of staff changes and a lot of departures at KDL over the past few months. After 44 years of continuous service, Collection Services Department Manager Jackie Olmstead will be retiring. Ms. Olmstead dedicated her entire career to KDL and KDL has been so lucky to have her for all of that time.

The board asked questions of staff and staff responded.

### 9. TRUTH IN TAXATION

A. Public Hearing\*

*Roll Call Vote*

**Motion:** Mr. Noreen moved to recess the Kent District Library Board of Trustees meeting at 4:45 PM to commence the Public Hearing on the 2020 Millage Tax Rate Request.

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

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

**Result:** Motion Carried 8-0.

There were no public comments.

**Motion:** Mr. Erlewein moved to close the Public Hearing on the 2020 Millage Tax Rate Request and reconvene the regular board meeting at 4:47 PM.

**Support:** Supported by Mr. Myers.

**Result:** Motion carried.

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B. Resolution: 2020 Millage Tax Rate Request\*

*Roll Call Vote*

**Motion:** Ms. Oliver moved to approve the tax rate request as presented.

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

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

**Result:** Motion Carried 8-0.

## 10. NEW BUSINESS

A. Policy Manual—Section 4: Patron Behavior—*First Reading\**

**Motion:** Ms. Oliver moved to approve Section 4 of the KDL Policy Manual without change recommendations as presented.

**Support:** Supported by Mr. Myers.

**RESULT:** Motion carried.

B. Issue Analysis: Leadership Team Restructure—*First Reading\**

Lance Werner presented the proposed Leadership Team Restructure, which highlights the evolution of the Project Manager role to a Director of Projects and Planning role and Leadership Team position, filled by Jaci Cooper.

**Motion:** Mr. Myers moved to approve the Leadership Team Restructure as presented.

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

11. LIAISON REPRESENTATIVE COMMENTS – None.

12. PUBLIC COMMENTS\*\* - None.

## 13. BOARD MEMBER COMMENTS

**Ms. Bruursema** – Ms. Bruursema gave a warm welcome to new board member Mr. Peter Dykhuis, mentioning that it's great to have all the chairs filled once again. Ms. Bruursema thought the Board Retreat was a success and felt that what they learned during the session will make a lasting impact on their work life and outlook. She thanked Darius Quinn and the KDL Leadership Team for presenting, as well as Kurt Stevens for always supporting the board. Ms. Bruursema added that she won all five of her millages the previous week. Additionally, she is very impressed with KDL Curbside Service and has been spreading the word. Lastly, Ms. Bruursema called attention to the October board meetings, of which there is a special budget session, and requested all board members make note of this on their calendars.

**Mr. Dykhuis** – Having been welcomed by Chair Bruursema, Mr. Dykhuis introduced himself to the board and expressed his excitement for serving KDL in this way. He currently works for Xerox and manages a group of project managers, helping to implement solutions across the company. He is an avid reader, has two kids and several dogs. He looks forward to working with KDL staff and the Board of Trustees.

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**Mr. Erlewein** – After welcoming Mr. Dykhuis to the board, Mr. Erlewein mentioned that he tried curbside pickup at the Rockford Branch and thought it went well. He sends his compliments to the staff.

**Ms. Gilreath-Watts** – As an educator at Grandville High School, Ms. Gilreath-Watts was especially excited to welcome “fellow bulldog” Mr. Dykhuis to the board. She also thanked Jaci Cooper for her and her husband’s help with setting up a Little Free Library outside her home. She had a great time at the Board Retreat and thanked her fellow board members for attending and contributing to KDL’s diversity efforts. She is also thankful to Darius Quinn and Lance Werner for investing in the board and pursuing diversity efforts system-wide.

**Mr. Myers** – Mr. Myers kindly declined comment.

**Mr. Noreen** – Mr. Noreen noted what a great time he had at the Board Retreat in the previous week. He thanked all of the staff members who participated and for everything KDL does to keep the organization running smoothly.

**Ms. Oliver** – Ms. Oliver hopes everyone is staying healthy and safe. She begins to teach virtually on Tuesday and asked for thoughts and prayers for all of the educators in Kent County and across the nation at this time.

**Ms. Weller** – Ms. Weller welcomed Mr. Dykhuis to the board and expressed excitement to work with him. She felt that the previous week’s Board Retreat was a great learning experience and she enjoyed sharing that time with everyone. She is still greatly looking forward to meeting again in person and having some normalcy back.

### 14. MEETING DATES

*Regular Meeting: Thursday, September 17, 2020 – KDL Service & Meeting Center, 4:30 PM.*

### 15. ADJOURNMENT

**Motion:** Ms. Weller moved for adjournment at 5:10 PM.

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

**RESULT:** Motion carried.



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SHERI GILREATH-WATTS, KDL BOARD SECRETARY