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BOARD OF TRUSTEES

LOCATION

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

DATE + TIME

Thursday, September 17, 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, Abby D'Addario, Randy Goble, Brian Mortimore, Kip Odell, Melissa Snyder, Kurt Stevens, Lance Werner, Carrie Wilson

GUESTS PRESENT: Bill Brinkman, Tim Emmitt

1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:30 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

A. Approval of Agenda

B. Approval of Minutes: August 20, 2020

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

Support: Supported by Mr. Myers.

RESULT: Motion carried.

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

- Mr. Brinkman was reappointed as treasurer in the last election. He read a congratulatory letter from the board of directors and mentioned that Governor Gretchen Whitmer sent him a congratulatory email. This currently makes him the oldest public treasurer ever elected in the United States and Canada.

5. PUBLIC COMMENTS** – None.

6. FINANCE REPORTS – August 2020*

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

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- Cash appears to be down \$3M over the previous year, but this is because 2019 had a transfer in process that makes those figures appear inflated by \$3M. Also not shown is an \$11M transfer to Atlanta Capital, which will take a small amount of time to go through.
- KDL is 67% through the fiscal year, has received approximately 94% of budgeted annual revenues and has spent approximately 58% of budgeted expenditures. In some areas, the Library appears to be over budget, but in other areas appears to be under budget. This is due to the fluctuating circumstances of spending around COVID-19.
- The largest checks written for the month of August were to Overdrive for \$200K to increase KDL's online collection and to Priority Health for approximately \$125K to cover staff medical insurance.
- August had one voided check due to non-receipt by the vendor. A replacement check was issued to the vendor in September.

Motion: Mr. Noreen moved to receive and file August 2020 finance reports as presented.

Support: Supported by Mr. Dykhuis.

RESULT: Motion carried.

7. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted the following items from the September 10, 2020 virtual meeting:

- Lobbyists from MLA report that there should be no expected changes to state funding for 2021 and there are currently no major concerns about federal support from the Library of Michigan.
- While cataloguing staff continue to work from home, many other libraries in the co-op have started re-opening their doors.
- Remodeling at LLC headquarters has been completed.
- LLC Budgets for the 2021 year have been approved.

8. DIRECTOR'S REPORT – August 2020

- Director Werner reports that KDL received an outstanding pool of candidates for both the executive assistant and fund development manager positions, which will hopefully be filled within the next few months.
- Grandville renovations are coming along nicely, as well as continued work on Ada.
- KDL branches will be returning to normal hours of operation on Monday, September 21.
- In the interest of continued health and safety, all board meetings in the month of October are scheduled to be online.
- The Virtual Literary Libations for 2020 went off without a hitch. There was a good turnout and many positive comments. Mr. Werner specifically thanked Claire Horlings, Randy Goble and the entire Marketing and Communications team, along with Catherine Behrendt, for all of the work that went into the event and is proud of how quickly the organization was able to move the gala online.
- KDL on-boarded many new library cardholders in the month of August. The Library is excited to see these statistics continuing to grow, even in the midst of global pandemic.

The board asked questions of staff and staff responded.

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9. NEW BUSINESS

A. Presentation: 2021-2023 Strategic Plan Wrap Up

Director of Projects & Planning Jaci Cooper gave a rundown of the work that has been done on the Strategic Plan beginning in January 2020. Leadership was pleasantly surprised to find that COVID-19 did not necessarily derail KDL's strategic direction; rather, it reinforced many decisions that had already been made.

B. Policy Manual—Section 6: Personnel—*First Reading**

Mr. Mortimore gave a rundown of the changes made to the section in the interest of clarity. Chair Bruursema requested that the section again be re-presented on the October 2020 agenda.

C. Issue Analysis: KDL Playspaces—*First Reading**

Jaci Cooper and Abby D'Addario gave a short presentation on the need for adapting safer, more durable and more interactive playspaces into the KDL libraries in order to better support the Library's philosophy surrounding movement and learning. Ms. Cooper and Ms. D'Addario recommend hiring Renegade by Custer for a four-branch pilot of the play space furniture.

Motion: Ms. Oliver moved to approve Renegade by Custer to furnish and design the new play spaces as presented.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

D. 2021 Board of Trustees Meeting Schedule*

Ms. Oliver pointed out that the time listed for the November 2021 budget hearing was listed incorrectly. Chair Bruursema requested a revision be made and the schedule re-presented on the October 2020 agenda.

E. 2021 Planned System Closings Schedule*

Motion: Ms. Oliver moved to approve the 2021 Planned System Closing schedule as presented.

Support: Supported by Ms. Weller

RESULT: Motion carried.

10. LIAISON REPRESENTATIVE COMMENTS – None.

11. PUBLIC COMMENTS** - None.

12. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema thanked everyone at KDL for the cards, flowers, visits and phone calls following the death of her husband and shared that it has been an especially hard time for her and her family. She was happy that the weather cooperated for the funeral and was touched to have Lance Werner attend.

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Mr. Dykhuis – Mr. Dykhuis shared in the condolences for Ms. Bruursema’s loss. He also shared that he was able to attend the virtual gala and thought it went great, with the author presentations being especially effective in a virtual format.

Mr. Erlewein – Mr. Erlewein expressed his condolences for Ms. Bruursema’s loss.

Ms. Gilreath-Watts – Ms. Gilreath-Watts is glad to see everyone’s smiling faces, even if it’s over a computer screen, and offered her continued support to Ms. Bruursema at this time.

Mr. Myers – Mr. Myers expressed deep regret over the loss of Ms. Bruursema’s husband. Additionally, he is excited about KDL’s virtual All Staff taking place at the beginning of December.

Mr. Noreen – Mr. Noreen watched the gala and thought it was great. He also sends his condolences to Ms. Bruursema at this time.

Ms. Oliver – Ms. Oliver thought the EDI work done at the last Board Retreat was great and would like to continue these efforts by doing a related book study as a board, suggesting this could be something they discuss moving forward with in the future. She is happy to see branches physically open to the public. Additionally, she’d like to give a round of applause to the finished strategic plan and to the hard work that went into creating it.

Ms. Weller – Ms. Weller congratulated Randy Goble and thanked him for the musical talents he shared with his fellow musicians at the Literary Libations Gala. She loved the virtual speakers and was thoroughly impressed with the event. Ms. Weller also shared that she’s been thinking of Ms. Bruursema during this difficult time. Lastly, she thanked Jaci Cooper and the entire Leadership Team for all of their work on the Strategic Plan and for everything else they do.

13. MEETING DATES

Regular Meeting: Thursday, October 15, 2020 – KDL Service & Meeting Center, 4:30 PM.

Budget Work Session: Thursday, October 29, 2020 – KDL Service & Meeting Center, 4:30 PM.

14. ADJOURNMENT*

Motion: Ms. Weller moved for adjournment at 5:46 PM.

Support: Supported by Mr. Myers.

RESULT: Motion carried.



KDL BOARD OF TRUSTEES SECRETARY