



BOARD OF TRUSTEES

LOCATION

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

DATE + TIME

Thursday, October 15, 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, Sheri Glon, Randy Goble, Brian Mortimore, Elvia Myers, Christine Mwangi, Melissa Snyder, Kurt Stevens, Lance Werner, Carrie Wilson

GUESTS PRESENT: Bill Brinkman

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: September 17, 2020
- C. Request for Closing – Gaines Branch on November 3, 2020 to accommodate voting.
- D. Request for Closing – Wyoming Branch on November 3, 2020 to accommodate voting.

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

Support: Supported by Ms. Weller.

RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – None.

5. PUBLIC COMMENTS** – None.

6. FINANCE REPORTS –September 2020*

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

- Cash appears to be similar to the previous year.
- KDL is 75% through the fiscal year, has received approximately 95% of budgeted annual revenues and has spent approximately 64% of budgeted expenditures.

- The largest check written for the month of September was to Priority Health for approximately \$123K for employee health insurance and to Presidio Networked Solutions Group for approximately \$51K for IT hardware at the Ada branch.
- September had two voided checks due to them being lost in the mail.

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

Support: Supported by Ms. Weller.

RESULT: Motion carried.

7. LAKELAND LIBRARY COOPERATIVE REPORT

Ms. Bruursema noted the following items from the October 8, 2020 virtual meeting:

- LLC board meetings are currently scheduled to be held via zoom through the end of 2020.
- Under new business, the board approved its first budget adjustment for the new fiscal year, which began on October 1, 2020.
- Dale Parus of Ionia Community Library was voted in as the new Board Chair, replacing Diane Kooiker of Herrick District Library in Holland.

8. DIRECTOR'S REPORT – September 2020

- Lance Werner introduced two new staff members to the group: Fund Development Manager Christine Mwangi and Executive Assistant Elvia Myers.
 - Christine Mwangi began work with KDL at the branch level and is excited to advance her career as part of the KDL family. Before accepting this role, Christine also held an executive position at the local YMCA. She is eager to face the challenges of this new role.
 - Elvia Myers comes to KDL with previous experience as an Executive Assistant of Cardiovascular Health in the Spectrum Health medical system. A mother of three, her passion for learning and education was a huge incentive in applying for this role. She is excited to be a part of this team and give back to her community.
- Lance Werner also recognized Carrie Wilson's official title change as Director of Library Operations. Ms. Wilson likewise shared her enthusiasm for entering this role and looks forward to more thoroughly integrating both front and back of house operations.
- Unfortunately, the Library has reported its first COVID case amongst staff. Located in the Service + Meeting Center's Collection Services Department, KDL has made every effort to thoroughly disinfect the area and quarantine anyone who might have been in contact with the infected person. Any employees in quarantine will be fully compensated for their time with no consequence to their sick pay. In the meantime, Leadership continues to work with the team allow affected employees to do their work from home in a meaningful way.

The board asked questions of staff and staff responded.

9. NEW BUSINESS

A. 2020 Literary Libations Overview

KDL's new Development Manager Christine Mwangi gave a recap of the night: In comparison to 2019, profits for 2020 fell short by \$5K; however, given that expenses were considerably more in 2019 due to the in-person venue and fundraising was expected to fall short due to economic stress surrounding the global pandemic, KDL is proud of these numbers and views the night as a success.

B. 2020 Director's Evaluation Process

Brian Mortimore and Jaci Cooper reviewed the full process for evaluating the Executive Director's 2020 performance. There are still a number of materials yet to be sent out, but the prepared link is active and ready for board evaluations.

C. Policy Manual—Section 6: Personnel—*Second Reading**

Motion: Mr. Erlewein moved to approve changes to Section 6 of the KDL Policy Manual as presented.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

D. 2021 Board of Trustees Meeting Schedule—*Second Reading**

Motion: Ms. Oliver moved to approve the 2021 Board of Trustees Meeting schedule as presented.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

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

- There will be an official opening of Grand River Park at 2 pm at October 20, 2020.
- The township is currently working on getting budgets and a new Strategic Plan completed.

11. PUBLIC COMMENTS** - None.

12. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema welcomes the new staff and is so happy these vacancies filled. She is ready to be out of the online meeting platform, but understands the continued need for safety. After COVID levels go down, she wants to make a point of visiting all 20 KDL branches.

Mr. Dykhuis – After welcoming the new KDL staff members, Mr. Dykhuis expressed amazement at how quickly the Grandville branch renovations are taking place. Things are being framed out with minimal disruption to the rest of the branch staff.

Mr. Erlewein – No additional comments.

Ms. Gilreath-Watts – Ms. Gilreath-Watts welcomed Ms. Myers and Ms. Mwangi to their new roles at KDL and thanks them both for being a wonderful part of this team. She is excited to work with

them. Although she has been shy about visiting her local KDL branch due to the reality of Michigan's COVID exposure, she has every intention of entering a branch again soon.

Mr. Myers – Mr. Myers has been excited about the progress of the new Ada branch and continues to be amazed and pleased by how well KDL has planned for and handled the COVID-19 crisis.

Mr. Noreen – Mr. Noreen welcomed all the new employees. He recently checked out a hotspot at his local branch and thanks KDL for this great service.

Ms. Oliver – Ms. Oliver has been happy to visit the Lowell branch and see how things are going there. She welcomes new staff members and congratulates Ms. Wilson for her more permanent title. She has been deeply involved in negotiations with her school district about reopening procedures. As a result, this has made her thankful for how well KDL has approached things.

Ms. Weller – Ms. Weller welcomed the new staff members and joked with Brian Mortimore that he is not allowed to leave KDL anytime soon.

13. MEETING DATES

Budget Work Session: Thursday, October 29, 2020 – Online Virtual WebEx experience, 4:30 PM.

Regular Meeting: Thursday, November 19, 2020 – KDL Service & Meeting Center, 7:00 PM.

14. ADJOURNMENT*

Motion: Mr. Noreen moved for adjournment at 5:19 PM.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.



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