

APPROVED



## BOARD OF TRUSTEES

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### LOCATION

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

### DATE + TIME

Thursday, October 29, 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, Randy Goble, Brian Mortimore, Elvia Myers, Christine Mwangi, Melissa Snyder, Kurt Stevens, Lance Werner, Carrie Wilson

**GUESTS PRESENT:** None.

#### 1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:34 PM.

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CONSENT AGENDA\*

A. Approval of Agenda

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

**Support:** Supported by Mr. Noreen.

**RESULT:** Motion carried.

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

#### 5. PUBLIC COMMENTS\*\* – None.

#### 6. NEW BUSINESS

##### A. 2021 Budget

- Lance Werner began by thanking the Finance Department for taking this on even though the Director of Finance Laura Powers had to leave in the middle of it.
- Interim Director of Finance Melissa Snyder took over sharing the budget details with ability for managers to comment. Ms. Snyder also thanked all branch managers and department managers for their work on the budget. In particular, Missy Lancaster, who reviewed each individual branch.

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- Explanation of changes. Use of fund balance in amount of \$3.3M draw is largely the Service Center project (approx. \$1.2M for parking lot, furniture and other upkeep, phone system, new employee laptops and desktops). Another large project includes the WonderKnook project.
- Five Year Forecast: Projects out based on previous years. Shows what we expect the years to look like and how we expect the fund balance to pan out.

Missed: items of feasibility study and strategic plan piece.

- Right now KDL has Mango for a language service provider, KDL will soon be switching over to Rosetta Stone in order to appeal to a broader audience that we haven't been able to reach before. Rosetta Stone covers fluency as well as verbiage.
- Included in 2021 are a lot of updates for sustainability and making sure that we are getting services and technologies back up to date. For instance, our data colocation centers are in desperate need of being refreshed. (EX: Have not been in the past five years.)
- Also, we recognize are that a one-year budget cannot possibly reflect five years of a strategic plan. Leadership Team remains ready to drop off programs or efforts in case they are duplicitous or become irrelevant as time goes on.
- We also went through the budget with our strategic plan advisor, Tim Emmitt, and evaluated each and every effort in terms of what we are trying to accomplish.
- A number of things have been built into the public in order to reflect needs for PPE and additional cleaning, depending on how things will evolve in 2021.
- There are currently no changes to benefits since the Labor Contract is five-year.
- All PPE and other cleaning expenses are merely estimates.
- In some ways, the KDL staffing model have allowed for savings throughout the next year. We are anticipating even greater savings as the year goes on.

The board asked questions of staff and staff responded.

7. **LIAISON REPRESENTATIVE COMMENTS** – None.

8. **PUBLIC COMMENTS\*\*** - None.

9. **BOARD MEMBER COMMENTS**

**Ms. Bruursema** – Ms. Bruursema was impressed with the format of the book and cannot recall a time when things were put together as well as they are now.

**Mr. Dykhuis** – Mr. Dykhuis also thinks that there was a great work with the budget. Would like to ask a favor the next go around~ Wondering if it's possible to actually work with them, such as a baseline summary in excel.

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**Mr. Erlewein** – Mr. Erlewein thanked the Leadership Team for all of the effort they poured into the budget. He knows this takes a lot of work.

**Ms. Gilreath-Watts** – Ms. Gilreath-Watts also appreciated how thorough and fleshed out this budget is. Feels that the organization is ahead of things instead of being reactive. She is so glad to be a part of this organization. Recently she was able to get into the Wyoming branch and meet with Branch Manager Anjie Gleisner. She thanks KDL staff for continuing to provide excellent service even as things have changed.

**Mr. Myers** – Mr. Myers

**Mr. Noreen** – Mr. Noreen echoes many of the sentiments in terms of how well thought out and presented this plan is.

**Ms. Oliver** – Ms. Oliver was glad to see how well this strategic plan lines up with KDL's mission and values. She hopes everyone is able to get into their branches and reach out to people soon.

**Ms. Weller** – Ms. Weller thinks KDL did a fantastic job building this budget and is impressed with how thorough it is.

### 10. MEETING DATES

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

### 11. ADJOURNMENT\*

**Motion:** Mr. Myers moved for adjournment at 5:28 PM.

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

**RESULT:** Motion carried.



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