

APPROVED



BOARD OF TRUSTEES

LOCATION

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

DATE + TIME

Thursday, November 19, 2020 at 7:00 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, Josh Bernstein, Jaci Cooper, Randy Goble, Missy Lancaster, Brian Mortimore, Elvia Myers, Christine Mwangi, Melissa Snyder, Kurt Stevens, Lance Werner, Carrie Wilson

GUESTS PRESENT: David Padula, Julius Suchy

1. CALL TO ORDER

Chair Bruursema called the meeting to order at 7:24 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: October 15, 2020
- C. Approval of Minutes: October 29, 2020
- D. Request for Close: Grandville Branch to close on December 3 in order to accommodate electrical services related to construction.

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

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

- #### 4. LIAISON REPRESENTATIVE COMMENTS – EGR Representative David Padula spoke about challenges the city of East Grand Rapids has faced in the midst of the coronavirus pandemic, including their annual book sale, which was cancelled for this year.

- #### 5. PUBLIC COMMENTS** – None.

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6. PUBLIC HEARING – 2021 Budget*

Motion: Ms. Weller moved to recess the Kent District Library board meeting at 7:29 PM to commence the public hearing on the 2021 budget.

Support: Supported by Mr. Erlewein.

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: Ms. Oliver moved to close the public hearing and reconvene the regular board meeting at 7:31 PM.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

7. FINANCE REPORTS – October 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, notwithstanding the \$4M transfer currently in process.
- KDL is 83% through the fiscal year, has received approximately 97% of budgeted annual revenues and has spent approximately 73% of budgeted expenditures.
- KDL's personal properties tax reimbursement was approximate \$10K more than anticipated.
- The largest checks written for the month of October was to Overdrive for approximately \$178.5K for digital content and to Priority Health for approximately \$121.6K for employee Insurance.
- There were no voided checks in the month of October.

Motion: Mr. Erlewein moved to receive and file October 2020 finance reports as presented.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

8. LAKELAND LIBRARY COOPERATIVE REPORT

9. DIRECTOR'S REPORT

- With new executive orders currently in place, KDL will proceed with continuing exclusive curbside service in lieu of opening branches. Director Werner thanked all staff and the Leadership Team for an excellent job in the midst of ambiguity, highlighting that their hard work and dedication were much appreciated.
- Though Grandville's Battle of Books was virtual this year as opposed to in person, the program set a new record of participation with over 200 individual participants online.

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10. NEW BUSINESS

A. Finance Department Systems Audit Report Review by Rehmann

B. Director's Evaluation: Request for December Closed Session*

Motion: Mr. Dykhuis moved to call a closed session at the December 17, 2020 meeting of the KDL Board of Trustees to discuss the Director's performance evaluation.

Support: Supported by Ms. Gilreath - Watts.

RESULT: Motion carried.

C. 2021 In-Service Dates*

Motion: Ms. Oliver moved to approve the 2021 In-Service Dates for all branches.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

D. Policy Manual—Section 6.10 Electronic Communications Policy—*First Reading**

Motion: Mr. Erlewein moved to approve changes to Section 6.10 Electronic Communications Policy of the KDL Policy Manual as presented.

Support: Supported by Mr. Dykhuis.

RESULT: Motion carried.

E. Issue Analysis: Design and Renovation of the Service Center—*First Reading**

Motion: Mr. Myers moved to approve the proposed bid for the Design and Renovation of the Service Center as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

F. Issue Analysis: Maner Costerisan Auditing Extension—*First Reading**

Motion: Mr. Erlewein moved to approve an auditing extension for KDL's relationship with Maner Costerisan, with details as presented.

Support: Supported by Ms. Gilreath- Watts

RESULT: Motion carried.

G. Resolution: Health Insurance Funding*

Roll Call Vote

Motion: Mr. Erlewein moved to approve health insurance funding (PA 152) for 2021 as presented.

Support: Supported by Ms. Gilreath-Watts.

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.

H. Resolution: Approval of 2021 Budget*

Roll Call Vote

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Motion: Mr. Myers moved to approve the 2021 budget 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.

I. Contract: Amy Van Andel Library and Community Center Contract*

Roll Call Vote

Motion: Mr. Myers moved to approve the service contract between Ada Township and KDL as presented.

Support: Supported by Mr. Erlewein.

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.

The board asked questions of staff and staff responded.

11. LIAISON REPRESENTATIVE COMMENTS — None.

12. PUBLIC COMMENTS** — None.

13. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema praised KDL for coming through the pandemic with shining colors.

Mr. Dykhuis – Mr. Dykhuis noted that construction at the Grandville branch is speeding up without too much disturbance to the community. Construction crews are working quickly yet quietly.

Mr. Erlewein – In response to Mr. Erlewein's question on whether all of Rehmann's recommendations will be immediately incorporated into KDL policy, Director Werner explained that the Library will be able to make change and gradually phase new policy in over time. KDL looks to hire a new CFO sometime next spring, in which additional changes will surely come.

Ms. Gilreath-Watts – In response to an information email Brian Mortimore sent earlier in the week, Ms. Gilreath-Watts expressed her support for KDL's leadership and staff during this challenging time. She appreciates remaining updated on any changes and adjustments. Lastly, she thanked Ms. Cooper and her husband for their excellent work on her Little Free Library. Especially during shutdown, this little library has been especially popular in her community.

Mr. Myers – Mr. Myers thanked Ms. Weller for seven years of excellent service on the KDL Pension Board. November 18, 2020 was Ms. Weller's last session on the board. In total, Ms. Weller has clocked approximately 232 hours of time to this purpose.

Mr. Noreen – No additional comment.

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Ms. Oliver – Ms. Oliver enthusiastically expressed her support for KDL's decision to move back into exclusive curbside service and appreciates the thoughtfulness involved in taking this action. She is immensely proud to be part of this organization and hopes everyone stays safe and healthy.

Ms. Weller – Ms. Weller thanked the KDL Leadership Team for taking care of employees, especially since employees are the ones taking care of the patrons.

14. MEETING DATES

Regular Meeting: Thursday, December 17, 2020 – Virtual Connection, 4:30 PM.

15. ADJOURNMENT*

Motion: Ms. Weller moved for adjournment at 8:22 PM.

Support: Supported by Mr. Myers.

RESULT: Motion carried.



Sheri Gilreath-Watts, KDL Board Secretary