



BOARD OF TRUSTEES

LOCATION

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

DATE + TIME

Thursday, December 17, 2020 at 4:30 PM.

BOARD PRESENT: Shirley Bruursema, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Charles Myers, Tom Noreen (joined meeting at 4:37), Caitie Oliver, and Penny Weller

BOARD ABSENT: None.

STAFF PRESENT: Josh Bernstein, Jaci Cooper, Randy Goble, Sheri Glon, Brian Mortimore, Elvia Myers, Christine Mwangi, Jared Olson, Melissa Snyder, Lance Werner, and Carrie Wilson

GUESTS PRESENT: None

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: November 19, 2020
- C. Request for Close: All Branch to close on January 2, 15, and 16, 2021 in order to accommodate IT Maintenance.

Motion: Mr. Dykhuis 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 – November 2020*

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

- Cash balance is similar to the previous year. KDL is just about even year after year at \$16M.
- KDL is 92% through the fiscal year, has received approximately 97% of budgeted annual revenues, and has spent approximately 80% of budgeted expenditures.
- Final spending for Ada and the Service Center refresh along with regular spending, anticipates getting to the 100% expenditure before year end.

Motion: Mr. Erlewein moved to receive and file November 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 December 10, 2020 virtual meeting:

- Operating Budget Revisions –changed was adjusting for State Aid received and leaving Fund Balance alone. LLC will try to remain lean this year. There will also be a review of how service fees are charged to libraries in an attempt to make it simpler and clearer.
- Bank Resolutions for Fund Depositories and Authorized Signatures was approved.

8. DIRECTOR'S REPORT

- Director Werner acknowledged all of the extraordinary work that the KDL put forth during this challenging year. No one could have ever imagined a year like this, and staff look forward to the New Year.
- An amendment to the Michigan Library Privacy Act that Director Werner and Anne Seurnyck helped draft, is sitting on the governor's desk awaiting signature. This amendment to the law will allow KDL and other libraries to work with law enforcement for criminal activity within the Library.
- Jaci Cooper gave an update on the Amy Van Andel Library and Community Center. The branch is schedule to open the 29th or 30th of January. The KDL Board of Trustees will have an opportunity to tour library prior to opening, possibly the third week of January.
- Sora, an Overdrive reading app for students, is being piloted by two schools in the KDL Service area. The app is zero cost to KDL, but will have hold implications since granting access to the schools who have it will grant the access to our collection materials. The library's collection will be intended for supplemental reading rather than curriculum reading and will likely boost circulation and grant many students access to materials who may not have had them before.

9. NEW BUSINESS

A. 2021 Election of Officers

Motion: Mr. Myers moved to reappoint Ms. Bruursema as Chair, Mr. Noreen as Vice Chair, Mr. Erlewein as Treasurer and Ms. Gilreath-Watts as Secretary of the KDL Board of Trustees for the 2021 calendar year

Support: Supported by Ms. Weller

RESULT: Motion carried.

B. 2021 Trustee Board Assignments

Chair Bruursema initiated the annual trustee board assignment discussion to allow trustees an opportunity to express their desire to depart or join an advisory board or the Lakeland Library Cooperative Board.

Motion: Ms. Bruursema moved to reappoint Mr. Myers and appoint Mr. Erlewein as KDL Board Representatives to KDL Pension Board, to reappoint Ms. Bruursema to serve as a KDL Board Representative on the Lakeland Library Cooperative Board, and to reappoint Ms. Oliver and Weller to serve as a KDL Board representative on the Alliance of Friends for the 2021 calendar year.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

C. Resolution: Third 2020 Budget Amendment*

Roll Call Vote

Motion: Ms. Oliver moved to approve Third 2021 Budget Amendment presented.

Support: Supported by Mr. Noreen

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.

10. LIAISON REPRESENTATIVE COMMENTS — None.

11. PUBLIC COMMENTS — None.**

12. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema is grateful for the holiday goodies she received in her mailbox, and thanked the Board of Trustees for being fantastic this year.

Mr. Dykhuis – Mr. Dykhuis thanked everyone for welcoming him onboard, and was very appreciative for how he felt. He wished everyone Happy Holidays.

Mr. Erlewein – Mr. Erlewein for the wonderful work to all KDL employees that service the patrons.

Ms. Gilreath-Watts – Ms. Gilreath-Watts expressed her gratitude for the article written on the KDL blog about her little library in front of her house, and thanked Randy Goble for sharing on social media. Ms. Gilreath Watts wished everyone a wonderful season greeting, and said KDL is an inspiration to all.

Mr. Myers – Mr. Myers has been amazed with the staff and the leadership on all the accomplishments throughout the year. He gave an annual reminder to make a donation to KDL, and encouraged other trustees to make a donation—a gift that keeps on giving.

Mr. Noreen – Mr. Noreen gave greetings from Germany and wished everyone a Merry Christmas and Happy New Year.

Ms. Oliver – Ms. Oliver wished all a wonderful holiday season, expressed her gratitude and excitement for the vaccine, and praised the new the book bundles service. She thanked Andy Erlewein for the wonderful holiday surprise and thanked KDL for the wonderful gifts. She is hoping for a better 2021.

Ms. Weller – Ms. Weller wished everyone a wonderful holiday season.

13. MEETING DATES

Regular Meeting: Thursday, January 21, 2021 – Virtual Connection, 4:30 PM.

14. CLOSED SESSION - Director's Performance Evaluation*

Roll Call Vote

Motion: Ms. Weller moved at 5:07 PM pursuant to section 8(a) of the Open Meetings Act for the purpose of conducting the Director's performance evaluation.

Support: Supported by Ms. Gilreath-Watts

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

RESULT: Motion carried 7-0.

Motion: Ms. Weller moved to adjourn the closed session and resume the Regular Board Meeting at 6:02 PM.

Support: Supported by Ms. Gilreath-Watts.

15. DIRECTOR'S ANNUAL PERFORMANCE REVIEW

Chair Bruursema noted that the Board discussed Director Werner's performance and would like to offer him a raise and end of year bonus. They offered to extend his contract for 4 more years for 2021-2025.

Motion: Mr. Myers moved to approve the director's salary increase for 2021.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

16. ADJOURNMENT*

Motion: Mr. Dykhuis moved for adjournment at 6:07PM.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.

Sheri Gilreath Watts

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION