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# BOARD OF TRUSTEES

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## Meeting Minutes

### LOCATION

Held via remote connection per Michigan Senate Bill 1108

### DATE + TIME

Thursday, February 18, 2021 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:** Josh Bernstein, Craig Bruno, Abby Black, Jaci Cooper, Sheri Glon, Randy Goble, Liz Knapp, Kim Lindsay, Kelaine Mish, Brian Mortimore, Elvia Myers, Christine Mwangi, Kurt Stevens, Lance Werner, Carrie Wilson

**GUESTS PRESENT:** Bill Brinkman

#### 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
- B. Approval of Minutes: January 21, 2021
- C. Request for Closing – Grandville Branch 2-3 weeks in early April and a 2-day closure of curbside to accommodate renovations.

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

**Support: Supported by Ms. Weller**

**RESULT: Motion carried.**

#### 4. REGIONAL MANAGER UPDATE

- Regional Manager I Liz Knapp and Regional Manager II Craig Buno give updates on Alpine, Tyrone, and Walker Branches:
  - The City of Walker New Library Project design committee which includes representatives of the City of Walker, KDL (Kent District Library), and Walker Ice and Fitness has narrowed the site plans to two plans. Both plans are single-story libraries as an addition to the current Ice and Fitness Building. The design committee finds it essential that the library be visible and eye-catching

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from Remembrance Road Northwest. The City of Walker is meeting with Fishbeck to finalize the price of the site plans, which then will be presented to the larger steering committee.

- The Walker Branch was excited to welcome patrons back into the building. An email from Patron Mandy DeBoe was shared with heartwarming feedback regarding curbside.
- The regions are working to create a COVID-friendly Reading Month for March by donating three diverse books to the school libraries and distributing reading positive buttons to elementary school students that visit the branches.
- The Walker Friends fundraising drive raised over \$450 for the annual Christmas Baskets: part of these proceeds funded the virtual outreach for March is Reading Month.

The board asked questions and the staff answered them.

**5. LIAISON REPRESENTATIVE COMMENTS** –Plainfield Charter Township Treasurer Bill Brinkman gave updates on the region and the impact of audiobooks throughout the KDL community.

**6. PUBLIC COMMENTS\*\*** –None

**7. FINANCE REPORTS – January 2021\***

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

- Cash appears to be up this month, from year to year, around \$900,000 due to accounts payable totaling about \$550,000.
- KDL is 8.3% through the fiscal year, has received 41.5% of budgeted revenues, and has spent 7.1% of the budget expenditures.
- The two largest checks written for January were made to IP Consulting for a little over \$108,000.00 for Laptops and Consulting for Ada Phone Systems, and to Ingram Library Services for the \$94,445.05 for collection materials.
- The department is busy losing out the fiscal year 2020 with anticipation with the upcoming audit.

**Motion: Ms. Oliver moved to receive and file January 2021 finance reports as presented.**

**Support: Supported by Mr. Noreen**

**RESULT: Motion carried.**

**8. LAKELAND LIBRARY COOPERATIVE REPORT**

Chair Bruursema states that a Service Review Committee has been established to review and Muskegon County is remodeling every branch and there is a potential satellite location in the works. Ionia Community Library is starting to work on planning for the new building.

**9. DIRECTOR'S REPORT** – January 2021

- Director of Branch Operations Carrie Wilson welcomed Comstock Park & Plainfield Regional Manager II in Training Abby Black, who previously served as a Librarian at the

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Wyoming Branch for the past 7 years. She has led the Early Literacy Program and WonderKnook Project. Ms. Black is looking forward to serving the region which will bring her joy and fulfillment.

- Executive Director Werner sends a congratulations to Laura Youells,' the new Regional Manager II for the Rockford/Nelson/Spencer branches.
- KDL will continue to offer free printing for 2021.
- Executive Director Werner gave warm hearted thank you to the KDL staff that were involved in the soft opening of the Amy Van Andel Library and Ada Community Center.

The Board asked questions of staff and the staff responded.

### 10. NEW BUSINESS

- A. Martin Luther King Jr. Day as a Service Day for all KDL locations starting in 2022.

**Motion: Ms. Gilreath-Watts moved to dedicate Martin Luther King Jr Day as a KDL closed holiday for all KDL staff to participate in acts of service starting in 2022.**

**Support: Supported by Mr. Dykhuis.**

**RESULT: Motion carried.**

- B. Issue Analysis – Annual Patron Unmet Needs Survey

Director of Engagement Randy Goble presented an issue analysis to the board recommending the purchase of OrangeBoy and Savannah to better collect and operationalize the collection of patron unmet needs to better inform the organization of services to offer, rather than conducting a traditional phone survey.

- C. Policy Manual – Section 1 Collection + Reference Policy -*First Reading\**

**Motion: Mr. Myers moved to approve changes to Section 1 Collection + Reference Policy as presented.**

**Support: Supported by Ms. Weller.**

**RESULT: Motion carried.**

- D. New Policy – KDL Policy Manual – Section 2.7 Beyond Books – *First Reading\**

**Motion: Ms. Weller moved to approve New Policy – KDL Policy Manual – Section 2.7 Beyond Books as presented**

**Support: Supported by Ms. Oliver.**

**RESULT: Motion carried.**

- 11. LIASON REPRESENTATIVE COMMENTS** –Plainfield Charter Township Treasurer Bill Brinkmen stated that the township sent out property tax notices.

- 12. PUBLIC COMMENTS\*\*** Men of Color Read partnered with Wimee's Words Show on Mondays at 4:00 PM. Wimee's Words is an interactive LIVE kid's show that encourages imagination, vocabulary building, and storytelling through puppetry, music, and wordplay. Friends of the Lowell Library, representing the Alliance of Friends Barb Wenger extended her appreciation for all the challenging work that KDL has done in the past year.

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## 13. BOARD MEMBER COMMENTS

**Ms. Bruursema** – Chair Bruursema shared that she considers the Amy Van Andel Library and Ada Community Center a beacon to the village of Ada and she is impressed with options that it will offer within the community.

**Mr. Erlewein** – Mr. Erlewein is looking forward to touring different KDL branches with his family over the weekend.

**Mr. Dykhuis** – Mr. Dykhuis visited with Regional Manager I Josh Bernstein on the Grandville Branch and tour the renovations and feels that it will be a positive impact on the community.

**Ms. Gilreath-Watts** – Ms. Gilreath-Watts is appreciative of the Black History Reading List on Kdl.org and she is proud of the 2021 Priceless Partner Award KDL received from Affinity Mentoring.

**Mr. Myers** – Mr. Myers was impressed with the Amy Van Andel Library and Ada Community Center Podcast Room and has reached out to Director of Engagement Randy Goble on the impact that it will have on the community. Mr. Myers welcomed KDL Board of Trustee Treasurer Andrew Erlewein as the newest KDL Pension Board Member. Mr. Myers announced that KDL hit a milestone at the end of 2020 with assets and the pension board is looking to add another meeting to evaluate options. Mr. Myers asked Director of Human Resources and Organizational Development Brian Mortimore to confirm the percentage of current KDL staff that are eligible for retirement in the next 5 years. Mr. Mortimore stated 19.1%.

**Mr. Noreen** – Mr. Noreen was appreciative of the Wi-Fi hotspots and he was impressed with the KDL's Annual Report.

**Ms. Oliver** – Ms. Oliver visited the branch recently and is appreciative of all the resources KDL offers. She announced an upcoming move and will be resigning as a KDL Board of Trustee in December 2021.

**Ms. Weller** – Ms. Weller is proud of the KDL Leadership Team and looks forward to being a part of the 2022 MLK Day of Service. Ms. Weller stated that the Amy Van Andel Library and Ada Community Center is a work of art and is excited to have the branch be a part of KDL.

## 14. MEETING DATES

*Regular Meeting: Thursday, March 18, 2021 – Kent District Library or via Zoom, 4:30 PM*

## 15. ADJOURNMENT

**Motion: Mr. Myers moved for adjournment at 5:41 PM.**

**Support: Supported by Ms. Weller.**

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**RESULT: Motion carried.**

A handwritten signature in black ink, appearing to read "Jane M. [unclear]", with a long horizontal flourish extending to the right.

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**ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**