# **BOARD OF TRUSTEES**

## **Meeting Minutes**

 **LOCATION**

814 West River Drive Center, Comstock Park, MI 49321 and virtual remote connection via Zoom.

 **DATE + TIME**

Thursday, April 15, 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:** Corey Archambault, Jaci Cooper, Sheri Glon, Jennifer German, Randy Goble, Kim Lindsay, Annette Miller, Brian Mortimore, Christine Mwangi, Elvia Myers, Kurt Stevens, Daniel VanDyke, Lance Werner, Carrie Wilson, Laura Youells,

**GUESTS PRESENT:** Bill Brinkman, Debi Crawford-Poyner

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1. **CALL TO ORDER**

Chair Bruursema called the meeting to order at 4:33 PM.

1. **PLEDGE OF ALLEGIANCE**
2. **CONSENT AGENDA\***
3. Approval of Agenda
4. Approval of Minutes: March 18, 2021
5. Request for Late Opening: Krause Memorial Branch to open at 1:00 PM on Saturday, June 12, 2021 to participate in the Annual Rockford Start of Summer Parade.
6. Request for Late Opening: East Grand Rapids Branch to open at 11:00 AM on Saturday, June 26, 2021 to accommodate the Reed’s Lake Run.

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

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

**RESULT: Motion carried.**

1. **REGIONAL MANAGER UPDATE –** Regional Manager I Jennifer German and Regional Manager II Laura Youells gave updates on the Nelson, Spencer, and Krause Memorial Branches:
* Staff continue to provide stellar customer service for KDL patrons by engaging with patrons virtually, as well as in-person, through storytimes, book talks, book discussions, teen programming and take & make crafts.
* Staff looking forward to in-person outdoor programming this summer. A few weekly outdoor storytimes and activities are planned.
* As a continuation of 2020, all branches will be partnering with Feeding America this summer as part of the Meet Up! Eat Up! program.
* The Nelson and Spencer branches recently partnered with Cedar Springs Public Library for the Annual First Grade Library Card Roundup. This partnership aims at getting library cards into the hands of first graders in the area.
* Krause Memorial partnered with Rockford Area Chamber of Commerce for a few community-specific events: a children’s luck-themed take & make craft for St. Patrick's Day along with a “leprechaun hunt” throughout downtown Rockford, a virtual snowman building contest, and a partnership with the Rockford Lions Club where patrons may make or purchase get well cards for children with cancer.
* Krause’s Friends of the Library are planning a book sale on Saturday, June 5th, 2021.
* Reading Rocks in Rockford will be a virtual event this year, in partnership with Rockford Public Schools, Rockford Rotary and Rockford of Chamber of Commerce.
* Congressman Peter Meijer recently visited Krause Memorial to advocate for the [Build America's Libraries Act | Advocacy, Legislation & Issues (ala.org)](http://www.ala.org/advocacy/buildlibraries), a bill proposing increased investment in America’s library infrastructure through 2024.

The board asked questions and the staff answered them.

1. **LIAISON REPRESENTATIVE COMMENTS –** Plainfield Charter Township Treasurer Bill Brinkman gave updates on Reimagine Plainfield Project and Grand Rogue Park.
2. **PUBLIC COMMENTS\*\* –** Executive Director Lance Werner is celebrating his 10 year anniversary as Executive Director at KDL. In recognition of his accomplishments, The KDL Board of Trustees and Leadership Team presented Executive Director Werner with a gift.
3. **FINANCE REPORTS – March 2021\***

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

* Cash appears to be up this month, approximately $1M from last year.
* KDL is 25% through the fiscal year, has received 89% of budgeted revenues and has spent 23% of the budget expenditures.
* The three largest checks written for March were made to TerHorst & Rinzema Construction for approximately $200K for renovation work at the KDL Service & Meeting Center, to Priority Health for approximately $128K for staff health insurance and to Custer Office Environments, Inc. for approximately $72K for new furniture as part of the Service & Meeting Center’s renovation work.
* KDL’s financial audit will begin two weeks from the date of this meeting.
* The Board of Trustees agreed to invite Atlantic Capital Management Company to attend the July Board of Trustees meeting in order to present an update on KDL’s investments.

**Motion: Ms. Weller moved to receive and file the March 2021 finance reports as presented.**

**Support: Supported by Mr. Erlewein.**

**RESULT: Motion carried.**

1. **LAKELAND LIBRARY COOPERATIVE REPORT –** Chair Bruursema announced there was no LLC Meeting in the month of April.
2. **DIRECTOR’S REPORT** – March 2021
* Executive Director Werner thanked the KDL in celebration of his anniversary with KDL.
* Director of Projects and Planning Jaci Cooper confirmed that the Grandville Branch will be closed April 26 through May 10 due to parking lot paving delays and building occupancy issues. Curbside will be offered as an alternative to in-branch services during this time.
* Director of Fund Development Christine Mwangi introduced KDL’s new Volunteer Coordinator Corey Archambault. Ms. Archambault comes to KDL with 9 years of experience and is excited about bringing her two passions of reading and volunteering together. Additionally, she is looking forward to creating ways to further engage volunteers at KDL.
* Executive Director Werner met with Congressmen Peter Meijer and John Moolenaar to discuss efforts at the national level to gather support for LSPA and MILS funding, as well as for the Build America’s Libraries Act.

The Board asked questions of staff and the staff responded.

1. **NEW BUSINESS**
2. Policy Manual – Section 5.2: Purchasing Policy – *First Reading \**

**Motion: Ms. Oliver moved to approve Policy Manual – Section 5.2: Purchasing Policy.**

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

**RESULT: Motion carried.**

1. First Quarter Strategic Plan Review

Director of Project & Planning Jaci Cooper gave a brief presentation on KDL’s Quarter 1 progress toward it’s 2021-2023 Strategic Plan Goals. As of this meeting, all efforts are on track and goals are being accomplished.

1. Issue Analysis – New Printers and Print Management Service -*First Reading*\*

**Motion: Mr. Myers moved to approve Issue Analysis for New Printers and Printed Management Service as presented. Mr. Dykhuis is noted as abstained due to conflict of interest.**

**Support: Supported by Mr. Erlewein. Mr. Dykhuis is noted as abstained due to conflict of interest.**

**RESULT: Motion carried.**

1. Issue Analysis: eRate & Wi-Fi Access Points – *First Reading\**

**Motion: Mr. Noreen moved to approve Issue Analysis for eRate & Wi-Fi Access Points as presented.**

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

**RESULT: Motion carried.**

1. **LIASON REPRESENTATIVE COMMENTS –** Plainfield Charter Township Treasurer Bill Brinkman reported that Versluis Park will no longer have lifeguards present or charge for admittance. In an ongoing effort to remove PFAS from municipal drinking water, Plainfield Charter Township will begin replacing old equipment with new.
2. **PUBLIC COMMENTS\*\* –** For the third year in a row, KDL has been recognized as one of America’s Star Libraries by the Library Journal Index of Public Library Service. KDL was one of only two libraries in Michigan to receive this honor, alongside the Ann Arbor District Library.
3. **BOARD MEMBER COMMENTS**

**Ms. Bruursema –** Chair Bruursema took a moment to distribute an MLA packet to all board members, as well as invite them to an inaugural virtual event. She is looking forward to visiting libraries again and is proud of KDL for their leadership in the community.

**Mr. Erlewein –** In anticipation of future millage dates, Mr. Erlewein inquired on KDL’s level of preparedness. Executive Director Werner confirmed that the Library is ready and strategizing.

**Mr. Dykhuis** – Mr. Dykhuis had the opportunity to tour the newly renovated Grandville Branch with the Friends of the Library. He appreciates the level of enthusiasm surrounding the renovation. Lastly, he noted that this was his first in-person board meeting since being elected.

**Ms. Gilreath-Watts –** Ms. Gilreath-Watts congratulated Executive Director Werner on 10 years with KDL and welcomed Volunteer Coordinator Corey Archambault to her new role. Ms. Gilreath-Watts is also impressed with KDL’s progress on the 2021-2023 Strategic Plan and with the people-centered focus of its details.

**Mr. Myers –** Mr. Myers appreciated the comprehensiveness of the Strategic Plan Quarter 1 Update and looks forward to attending the City of East Grand Rapids Council next week for the KDL Annual Report.

**Mr. Noreen –** Mr. Noreen congratulated Executive Director Werner on 10 years at KDL and noted that it is great to be back in-person. There is a warmth and comfort to being in the same room with others, as opposed to technology.

**Ms. Oliver –** Ms. Oliver informed that, beginning May 1, the City of Ada will be having a Farmers Market every Wednesday and Saturday morning across the street from the Amy Van Andel Library and Ada Community Center.

**Ms. Weller –** Ms. Weller congratulated Executive Director Lance Werner on 10 years at KDL and reported that she has finally visited her libraries and was so excited to reconnected with everyone. Additionally, Ms. Weller attended KDL’s Annual Report Presentation at the City of Walker Council and appreciates the Library’s ongoing relationship with the Walker municipality. Lastly, she expressed how impressed she is with the 2021-2023 Strategic Plan.

1. **MEETING DATES**

*Next Regular Meeting: Thursday, May 20, 2021 – Kent District Library and via Zoom, 4:30 PM*

1. **ADJOURNMENT**

**Motion: Mr. Myers moved for adjournment at 6:30 PM.**

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

**RESULT: Motion carried.**



 **ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**