

DRAFT



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

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

DATE + TIME

Thursday, May 20, 2021 at 4:30 PM

BOARD PRESENT: Shirley Bruursema, Peter Dykhuis, Andrew Erlewein, Charles Myers, Tom Noreen, Caitie S. Oliver, Penny Weller

BOARD ABSENT: Sheri Gilreath-Watts

STAFF PRESENT: Corey Archambault, Josh Bernstein, Angela Culp, Jaci Cooper, Sheri Glon, Randy Goble, Kim Lindsay, Brian Mortimore, Christine Mwangi, Elvia Myers, Kurt Stevens, Lance Werner, and Carrie Wilson

GUESTS PRESENT: Laura Kruisenga, Sarah Mitchell

1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:38 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: April 15, 2021
- C. Request for Closure: Kentwood (Richard L. Root) Branch closing on Saturday, June 19, 2021 to accommodate the City of Kentwood Food Truck Rally being held on the grounds.
- D. Request for Closure: Kentwood (Richard L. Root) Branch closing on Saturday, July 3, 2021 to accommodate the City of Kentwood Fourth of July parade.

Motion: Ms. Oliver 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 – April 2021*

**Requires Action*

***According to Kent District Library Board of Trustees, Article VII Item 7.1.3, "Public comments will be limited to 3 minutes per person or group and 15 minutes per subject."*

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

- Cash appears to be up approximately \$1.2M over last year.
- KDL is 32% through the fiscal year, has received 90% of budgeted revenues and has spent 34% of budget expenditures.
- The three largest checks written for April were made to IP Consulting, Inc. for approximately \$382K for KDL's laptop project, to Priority Health for approximately \$128K for staff health insurance and to Midwest Tape for approximately \$116K for the collection.
- Atlantic Capital Management Company will virtually attend the July KDL Board of Trustees meeting to present an update on KDL's investment performance over the last six months.

Motion: Mr. Erlewein moved to receive and file the April 2021 finance reports as presented.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

- 7. LAKELAND LIBRARY COOPERATIVE REPORT** – Chair Bruursema announced that at the May LLC board meeting there was no one in attendance from KDL as the ribbon cutting ceremony for the Amy Van Andel Library was taking place at the same time.

8. DIRECTOR'S REPORT – April 2021

- Executive Director Lance Werner welcomed Ms. Lulu Brown to the KDL management team. Ms. Brown joins KDL from the retail sector and will be serving as Regional Manager II for the Cascade and Caledonia Branches.
- The dedication ceremony for the KDL Amy Van Andel Library of Ada was a rousing success. Mr. Werner thanked everyone who attended and worked hard to make it happen.

The Board asked questions of staff and the staff responded.

9. NEW BUSINESS

A. Kennari Consulting Presentation – Endowment Fund Strategy

Laura Kruisenga and Sara Mitchell of Kennari Consulting presented on related topics, including contracted services, fundraising efforts, endowment basics and possible KDL fundraising scenarios.

B. Oath of Office

Executive Director Lance Werner affirmed Oath of Office to the KDL Board of Trustees.

C. Policy Manual – Section 3 Facilities & Operations Policy – *First Reading**

Motion: Mr. Myers moved to approve the Policy Manual – Section 3 Facilities & Operations Policy as presented.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

**Requires Action*

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D. Resolution: Annual eRate Internet Access (Category 1) – Roll Call Vote*

Motion: Mr. Myers moved to approve the Annual eRate Internet Access (Category 1) as presented.

Support: Supported by Ms. Oliver.

Ms. Bruursema - Yes	Mr. Dykhuis - Yes	Mr. Erlewein - Yes	Ms. Gilreath Watts - n/a
Mr. Myers - Yes	Mr. Noreen - Yes	Ms. Oliver - Yes	Ms. Weller - Yes

RESULT: Motion carried 7-0.

10. LIASON REPRESENTATIVE COMMENTS – None.

11. PUBLIC COMMENTS** – None.

12. BOARD MEMBER COMMENTS

Ms. Bruursema – Chair Bruursema remarked that the Grandville Branch is turning out even better than expected. She also attended the Amy Van Andel Library dedication, reporting that the ceremony was beautiful and the weather perfect. She thanked all KDL staff and KDL's many donors for contributing to the new branch opening and is confident the Amy Van Andel Library will be an instrumental part of the community.

Mr. Erlewein – Mr. Erlewein finds the KDL project dashboard to be very informative and asked for more information regarding the top 10 KDL Core books in the collection.

Mr. Dykhuis – Mr. Dykhuis attended the Amy Van Andel Library opening ceremony and was glad to see the community's enthusiasm about the new branch. He saw this same excitement from the community when he visited the Grandville Branch.

Mr. Myers – Mr. Myers stated that he recently attended his first in-person 2021 KDL Pension Board Meeting since the start of the pandemic. He is happy to report that KDL's pension fund remains robust despite economic challenges over the past year. Mr. Myers also attended the Amy Van Andel Library dedication ceremony and is looking forward to seeing its positive impact on the community.

Mr. Noreen – Reflecting on Kennari's information presentation, Mr. Noreen stated that he is looking forward to hearing more information on KDL's endowment fund in the future.

Ms. Oliver – Ms. Oliver was able to attend the Amy Van Andel Library Grand Opening and she was very excited to be able to attend. She appreciates the KDL project dashboard and finds it to be very informative. She is looking forward for when WonderKnook will be back at the branches.

**Requires Action*

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Ms. Weller – Ms. Weller attended the Amy Van Andel Library dedication and was overwhelmed by the care and attention to detail that went into opening the library. She also was able to recently visit her region's branches and is excited for the future of KDL as each community slowly settles gets back to normal life.

13. MEETING DATES

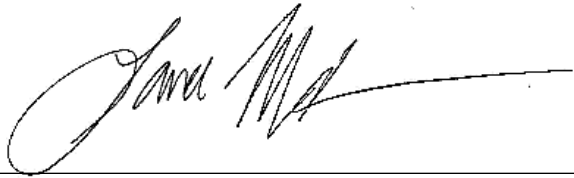
Next Regular Meeting: Thursday, June 17, 2021 – Kent District Library and via Zoom, 4:30 PM

14. ADJOURNMENT*

Motion: Mr. Myers moved for adjournment at 5:50 PM.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

A handwritten signature in dark ink, appearing to read "Sarah Myers", is written over a horizontal line.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

*Requires Action

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