# **BOARD OF TRUSTEES**

## **Meeting Minutes**

 **LOCATION**

 Service + Meeting Center, 814 West River Center Drive, Comstock Park, MI 49321 & teleconference.

 **DATE + TIME**

Thursday, June 17, 2021 at 4:30 PM.

**BOARD PRESENT**: Shirley Bruursema, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Charles Myers, Tom Noreen, Caitie S. Oliver (teleconference), and Penny Weller

**BOARD ABSENT:** None.

**STAFF PRESENT:** Josh Bernstein, Lulu Brown, Sheri Glon (teleconference), Randy Goble, Tricia Hetrick, Kim Lindsay, Brian Mortimore, Christine Mwangi, Elvia Myers, Scott Ninemeier, Kip Odell, Kurt Stevens, Leigh Verburg (teleconference), Vanessa Walstra, Lance Werner, and Carrie Wilson

**GUESTS PRESENT:**  None.

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1. **CALL TO ORDER**

Chair Bruursema called the meeting to order at 4: 31 PM.

1. **PLEDGE OF ALLEGIANCE**
2. **CONSENT AGENDA\***
3. Approval of Agenda
4. Approval of Minutes: May 20, 2021

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

**Support: Supported by Ms. Gilreath-Watts.**

**RESULT: Motion carried.**

1. **REGIONAL MANAGER UPDATE**
* Comstock Park and Plainfield Township Regional Manager I Scott Ninemeier introduced new Regional Manager II Tricia Hetrick. Ms. Hetrick joined KDL 11 years ago as a Youth Paraprofessional. Since then, she has worked primarily at Cascade Township as a Youth, Teen and Adult Librarian throughout her career. She previously completed the Manager-in-Training Program at the Englehardt Branch and leads the Training Advisory Workgroup. Ms. Hetrick is excited about her new role and has always appreciated KDL’s mission to “further all people.”
* Mr. Ninemeier gave an update on Comstock Park and Plainfield Township Branches:
	+ Youth Paraprofessionals Jackie Boss and Leigh Verburg recently went to Brookhaven Estates Mobile Home Park to host a storytime for children who might not otherwise have opportunity to visit the library. There, they were able to introduce the library to 25 children. Additionally, Ms. Boss brought books to students at Mill Creek Middle School since they have not been able to visit the library like in years past. With the Dwight Lydell Park being adjacent to the Comstock Park Branch, the Library is hoping to see an increase in foot traffic this summer.
	+ Circulation at Plainfield continues to rise, making it the second highest in circulation among all KDL branches. Teen Liberian Kathy Cheney went to Northview High School to promote the Library with new library card information for every elementary school in the district. The Library saw a lot of first time cardholders as a result. Plainfield’s Friends of the Library has been running an ongoing book sale in the Library’s Program Room since the beginning of February. Mr. Art & Ms. JoAnn Spalding donated a musical bells sculpture that was installed this June. Landscaping will be added in the next two week.

The board asked questions and the staff answered them.

1. **LIAISON REPRESENTATIVE COMMENTS –** None.
2. **PUBLIC COMMENTS\*\* –** None.
3. **FINANCE REPORTS – May 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 $391K.
* KDL is 42% through the fiscal year, has received 90% of budgeted revenues, and has spent 41% of budgeted expenditures.
* The three largest checks written for the month of May were to OverDrive, Inc. in the amount of $350K for electronic collection materials, to Everstream Holding LLC Michigan in the amount of $179K for a high-bandwidth fiber network and to Priority Health in the amount of $124K for employee health insurance.
* Atlantic Capital Management Company will virtually attend the July KDL Board of Trustees meeting to present an update on KDL’s investment performance. The finance audit team will be in attendance as well.

**Motion: Mr. Myers moved to receive and file the May 2021 finance reports as presented.**

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

**RESULT: Motion carried.**

1. **LAKELAND LIBRARY COOPERATIVE REPORT**

Chair Bruursema gave the following update on LLC business:

* + The LLC Board has now resumed meetings in person, per the Open Meetings Act and expiration of all emergency orders, though committees may continue to meet virtually.
	+ Additional State Aid currently outlined in the Michigan Senate budget would put libraries at the $.50 per capita funding level legislated in 1977.
1. **DIRECTOR’S REPORT** – May 2021
* Executive Director Werner welcomed new Regional Manager II’s Lulu Brown and Tricia Hetrick to the KDL team. Ms. Brown has spent the past decade in the retail industry and is known for being solutions-oriented and outperforming her peers in prior management positions. Ms. Brown credits her successes to listening twice as much as she speaks, to knowing how to leverage her resources and to empowering her team to make the best choices in the moment.  Ms. Hetrick has stated that she already has completed her first goal of setting up individual meetings with all Comstock Park and Plainfield Township staff in order to focus on relationship building.
* Executive Director Werner made a statement in light of a recent increase in collections complaints: The Kent District Library supports the principles of intellectual freedom adopted by the American Library Association and as stated in the Library Bill of Rights. KDL assures equal patron access to all library resources within the constraints of Michigan law and patrons are free to select or reject any item in the collection at a personal level; however, individual or group prejudice about a particular item or material in the collection may not preclude its use by others. Parents or legal guardians have the right and responsibility to restrict their children’s access to certain library resources and should so advise their children on the services, materials and/or facilities they do not want them to use. The Library and library staff cannot assume these functions of parental authority.
* Director of Engagement Randy Goble gave an update on Mission: Read! This program helps children learn to love reading and gives parents and caregivers the proper tools to help their children meet the required proficiencies of Michigan’s Read by Grade Three Law. For three years, KDL has partnered with the Grand Rapids Public Library (GRPL), the Literacy Center of West Michigan, and the Kent Intermediate School District. Unfortunately, GRPL recently announced that it no longer wishes to continue the program. In light of this new information, KDL will be re-evaluating how to provide these resources to a community that could really benefit from them.

The Board asked questions of staff and the staff responded.

1. **NEW BUSINESS**
2. Policy Manual Section 4: Patron Behavior—*First Reading*\*

**Motion: Mr. Myers moved to approve changes to the KDL Policy Manual Section 4: Patron Behavior as presented.**

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

**RESULT: Motion carried.**

1. **LIASON REPRESENTATIVE COMMENTS –** None.
2. **PUBLIC COMMENTS\*\* –** None.
3. **BOARD MEMBER COMMENTS**

**Ms. Bruursema –** Chair Bruursema reiterated KDL’s stance on intellectual freedom and expressed her enthusiastic support.

**Mr. Erlewein –** Mr. Erlewein is impressed with the way KDL is reaching out to help and support local communities that have been traditionally underserved in the past.

**Mr. Dykhuis** – Mr. Dykhuis gave a warm welcome to Regional Manager II’s Ms. Brown and Ms. Hetrick, noting that he appreciates KDL’s willingness to both promote from within and recruit external candidates in order to find the best fit for the job.

**Ms. Gilreath-Watts –** Ms. Gilreath-Watts stated that it is a wonderful season to be a part of the KDL family and she is so honored to be serving on the board.

**Mr. Myers –** Mr. Myers attended the Marion Robinson Aquarium ribbon cutting and was impressed with the stunning water feature.

**Mr. Noreen –** No comments.

**Ms. Oliver –** Ms. Oliver is saddened by the news that GRPL has decided not to continue partnering with KDL on Mission: Read! Lastly, she is proud of KDL’s stance on intellectual freedom.

**Ms. Weller –** No comments.

1. **MEETING DATES**

*Regular Meeting: Thursday, July 15, 2021 – Kent District Library Service and Meeting Center or via teleconference, 4:30 PM.*

1. **ADJOURNMENT**

**Motion: Mr. Dykhuis for adjournment at 5:36 PM.**

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

**RESULT: Motion carried.**

 **ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**