BOARD OF TRUSTEES
Meeting Minutes

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

DATE + TIME
Thursday, July 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: Randy Burson, Reilly Brady, Jaci Cooper, Diane Damuth, Sheri Glon, Randy Goble, Kim Lindsay, Annette Miller, Brian Mortimore, Christine Mwangi, Elvia Myers, Kurt Stevens, Lance Werner, Carrie Wilson and Jennifer Zeilbeck

GUESTS PRESENT: Bill Brinkman (teleconference), Nancy Duiven, Bob Henning, Kyle Johns (teleconference), Jim Womack (teleconference), Bethany Verble and Sandy Swanson

1. CALL TO ORDER
   Chair Bruursema called the meeting to order at 4:32 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*
   A. Approval of Agenda
   B. Approval of Minutes: June 17, 2021
   C. Request late opening of 11:00 AM for the East Grand Rapids Branch on Saturday, September 11, 2021 in order to accommodate the Rhoades McKee Reed’s Lake Triathlon.

   Motion: Mr. Noreen moved to approve the consent agenda as presented.

   Support: Supported by Ms. Weller.
   RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – The Caledonia Friends of the Library are attending their first KDL Board of Trustees Meeting and are excited for KDL’s future in the community.

5. PUBLIC COMMENTS** – None.

6. AUDIT REPORT – Maner Costerisan Representative Bethany Verble gave a brief analysis of the results of the annual audit. Ms. Verble thanked Interim Director Kim Lindsay, General
7. FINANCE REPORTS – June 2021*

The Interim Director of Finance gave a brief overview of the year-to-date financials:
- Cash appears to be down from last year, it is at approximately $24M.
- KDL is 50% through the fiscal year, has received 93% of budgeted annual revenues and has spent 47% of budgeted expenditures.
- The three largest checks written for the month of June were to IP Consulting, Inc. in the amount of $404K for the phase 4 laptop refresh and another to IP Consulting in the amount of $189K for WiFi access points and to Midwest Tape in the amount of $179K for digital platform and collection materials.

Motion: Mr. Erlewein moved to receive and file the June 2021 finance reports as presented.
Support: Supported by Mr. Dykhuis.
RESULT: Motion carried.

8. LAKELAND LIBRARY COOPERATIVE REPORT

Chair Bruursema gave the following update on LLC business:
- The Operation Budget Amendment 3 was approved in order to accommodate excess fund balance reserves as well as the ARPA Capacity Grant.

9. DIRECTOR’S REPORT – June 2021

- Director of Fund Development Christine Mwangi shared that since KDL is part of a larger library cooperative, it is eligible to apply for the ARPA Capacity grant for a minimum award of $25K and maximum award of $250K. These funds will be used to prioritize programming and materials for Library community members.
- Possible applications of a reward in grant funding include:
  - A 24-hour books and materials dispenser.
  - An emergency connectivity fund for hotspots, laptops and internet access for patrons outside of the library space.
  - An expanded Summer Wonder Program for 2022, which would allow KDL to print more workbooks and even deliver them to homes.

The Board asked questions of staff and staff responded.

10. NEW BUSINESS

A. Atlanta Capital Investment Presentation
   Representatives Jim Womack & Kyle Johns gave an in-depth review of the KDL portfolio, with a brief question and answer session shortly following.

B. 2021 - 2023 Strategic Plan Second Quarter Review
   Director of Project & Planning Jaci Cooper gave a brief update on the Library’s progress.

C. Strategic Plan Survey Results and Review
Director of Engagement Randy Goble and OrangeBoy Representative Sandy Swanson gave a brief review of highlights from the 2021 staff and patron survey results.

D. Policy Manual Review: Section 2.7 - Beyond Books Collection—First Reading*

**Motion:** Mr. Noreen moved to approve changes to the KDL Policy Manual Review Section 2.7 Beyond Books Collection as presented.

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

**RESULT:** Motion carried.

E. Oath of Office

Board of Trustees Secretary Sheri Gilreath Watts administer the Oath of Office to Board of Trustees Chair Shirley Bruursema, at which then, Chair Bruursema administer the Oath of Office to the Board of Trustees.

11. LIASON REPRESENTATIVE COMMENTS – Plainfield Township Representative Bill Brinkman stated that activity has started on the Township’s Community Center, which will be located on Jupiter Drive next to the YMCA. The township is continuing to resolve ongoing issues related to PFAS in the local drinking water. Rogue River Park is currently open and another river dock is currently approved and in the works.

12. PUBLIC COMMENTS** – None.

13. BOARD MEMBER COMMENTS

**Ms. Bruursema** – Chair Bruursema is proud of how KDL has carried on through the pandemic.

**Mr. Erlewein** – Mr. Erlewein confirmed that there is no Board of Trustees Retreat for 2021.

**Mr. Dykhuis** – Mr. Dykhuis expressed his appreciation for the external vendors who presented, as well as the Friends of the Libraries members in attendance. He encouraged them to continue to attend KDL Board of Trustees meetings in the future.

**Ms. Gilreath-Watts** – Ms. Gilreath-Watts has been enjoying the Gratitude Stories and department highlights shared in the KDL Board of Trustees packet. As a result, this month she got to know the MarCom team a bit better. Ms. Gilreath-Watts also visited the Gaines Township Branch for the $1 brown bag sale and was excited to stock up on books to bring back to her classroom. Lastly, she thanked Director of Fund Development Christine Mwangi and KDL for their continued efforts on the 2021-2023 strategic plan, including EDI initiatives.

**Mr. Myers** – Mr. Myers stated he never thought a 24-hour materials dispenser would become an item of interest, but that he is happy to be proven wrong and appreciates KDL’s mission to provide patron access to books and materials whenever and wherever.
Mr. Noreen – Mr. Noreen has visited 2 of the 3 regional libraries that he oversees and is impressed with the Circulation Moonshot project and the difference it is making in the branches.

Ms. Oliver – Ms. Oliver appreciated all of the condolences she received from KDL after the passing of her father, and she is pleased to share that her 5-year-old son recently received his first library card and her family also completed the Summer Wonder Program. Additionally, she takes great pride in the EDI initiatives that KDL has embraced.

Ms. Weller – Ms. Weller stated that she appreciates the work that Director of Fund Development Christine Mwangi has done with Literary Libations and is excited about her overall contribution and accomplishments to date.

14. MEETING DATES
   Regular Meeting: Thursday, August 19, 2021 – Kent District Library Service and Meeting Center or via teleconference, 4:30 PM.

15. ADJOURNMENT
   Motion: Mr. Myers for adjournment at 6:25 PM.
   Support: Supported by Ms. Weller.
   RESULT: Motion carried.

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