



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

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

DATE + TIME

Thursday, August 19, 2021, at 4:30 PM.

BOARD PRESENT: Shirley Bruursema, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Charles Myers, Tom Noreen (teleconference), Caitie S. Oliver (teleconference joined at 4:39-4:58), Penny Weller

BOARD ABSENT: None.

STAFF PRESENT: Josh Bernstein, Lulu Brown, Johanna Boyle (teleconference), Jaci Cooper, Morgan Hanks (teleconference), Samantha Hodge (teleconference), Janice Greer (teleconference), Randy Goble, Dawn Lewis, Kim Lindsay, Maria Page (teleconference), Elvia Myers, Kurt Stevens, Vanessa Walstra, Lance Werner and Penni Zurgable (teleconference)

GUESTS PRESENT: Bill Brinkman and Barb Wenger

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: July 19, 2021
- C. Request late opening & early closure of the Cascade Township Branch on Saturday, September 25, 2021 to accommodate the Cascade Township 5K Race & Festival.
- D. Request closure of the Caledonia Township Branch on Saturday, September 25, 2021 to accommodate the Caledonia Township Festival.
- E. Request for Grandville Branch to only offer Curbside service from Monday, September 27, 2021 to Sunday, October 7, 2021, as well as an extension of hours for Grand Opening on Monday, October 8, 2021.

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

Support: Supported by Ms. Weller.

RESULT: Motion carried.

4. REGIONAL MANAGER UPDATE

- Regional Manager I Dawn Lewis shared that the dedication, positive attitudes and helpfulness of the staff at the Amy Van Andel Library and East Grand Rapids Branch are the key factors in the KDL Way. These regions are seeing the numbers climbing for patrons and program attendance and it is a joy to see families in the library and at the programs.
- Amy Van Andel Library:
 - The library is continually working on furniture placement in the new building to provide the best service.
 - The staff handled the first power outage with grace as they had numerous patrons come in for services.
 - Connection with Community:
 - Ada Farmer's Market
 - Forest Hills Foundation Scavenger Hunt/Beers at the Bridge
 - Planned participation in Fall Fest and Trick or Treating
 - Visiting Senior Facilities
 - The KDL Friends of the Library group has a Strategic Planning session this October. They are already supporting KDL outreach to Forest Hills Schools with funding for books.
- East Grand Rapids Branch:
 - The branch appreciates that the EGR park and deck are close, as this provides a wonderful opportunity for outdoor programming.
 - During the pandemic, the branch used the opportunity of slowly rolling furniture back out to clean out the closets.
 - The KDL Friends of Library assisted with funding for upholstery cleaning for some chairs.
 - Connection with Community:
 - EGR elementary schools asked for a presentation for teacher in-service day, and staff shared recommendations for K-2 diverse read-alouds.
 - Partnering with schools to train parent First Lego League instructors.
 - Fall programming – storytime, babytime, toddler time, book club, ethics book club.

The Board asked questions and the Regional Manager I responded.

- 5. LIAISON REPRESENTATIVE COMMENTS** – Plainfield Township Representative Bill Brinkman shared that Plainfield Township has made great accomplishments for their strategic planning of the year. The PFAS suit is collecting \$69M from Wolverine Worldwide and is addressing the complications of getting community members public water. The last series of running trails are soon to be complete and Grand Rogue Park is open to the public with lots of wildlife. Another grant for fishing piers will make a kayak launch possible. Versluis Park is now free of charge due to remove lifeguards, it was an expense that was not necessary.

- 6. PUBLIC COMMENTS**** – None.

7. FINANCE REPORTS – July 2021*

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

- Cash appears to be down from last year, at approximately \$1.1M less from last year. It is currently at \$22.7M due to the new technology purchases and renovations at the Service + Meeting Center.
- KDL has received 93% of budgeted annual revenues.
- The three largest checks written for the month of July were to Hitachi Capital America Corp/ Bibliotheca Credit in the amount of \$208K for the yearly lease payment of self-checkout machines, Priority Health in the amount of \$127K for employee healthcare, and IP Consulting for phase 5 in the amount of \$97K.

Motion: Mr. Dykhuis moved to receive and file the July 2021 finance reports as presented.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

8. LAKELAND LIBRARY COOPERATIVE REPORT

Chair Bruursema gave the following update on LLC business:

- The Operation Budget Amendment 3 was approved.
- The ARPA Capacity Grant, of which LLC and KDL applied, will require granted funds to be spent up front and then reimbursed from the Library of Michigan; therefore, LLC will be required to use fund balance reserves to seed the grant.
- Hastings Library celebrated its 120-year Anniversary.

9. DIRECTOR'S REPORT – June 2021

- Executive Director Lance Werner shared a statement from Director of Fund Development Christine Mwangi, who reported that Literary Libations has raised \$54K in sponsorships and ticket sales for the 2021 Gala. He advised that if anyone has yet to reserve a seat or submit sponsorship, to please consider doing so in the next two weeks as ticket sales will officially close on Friday, September 3.
- Additionally, he gave the following updates and statements:
 - KDL supports Intellectual Freedom.
 - Grand Rapids Business Journal has recognized him as part of the Grand Rapids 200, which celebrates the region's leading business executives across myriad industries.
 - KDL was recognized as an entrepreneurial hub in the Grand Rapids area.
 - He has also been appointed to the Michigan Library Board of Trustees.
 - He is currently working with Michigan Legislature to get librarians back into schools.

The Board asked questions of staff and staff responded.

10. PUBLIC HEARING - TRUTH IN TAXATION

Motion: Mr. Erlewein moved to open discussion for public hearing at 5:06 PM.

Support: Supported by Ms. Gilreath-Watts.

Mr. Bruursema – Yes

Mr. Dykhuis – Yes

Mr. Erlewein – Yes

Ms. Gilreath-Watts – Yes

Mr. Myers – Yes

Mr. Noreen – Yes

Ms. Weller – Yes

Ms. Oliver – N/A

RESULT: Motion Carried 7-0

Motion: Mr. Dykhuis moved to close the public hearing at 5:08 PM.

Support: Supported by Mr. Erlewein.

11. NEW BUSINESS.

A. Modification - Chart of Accounts

Interim Finance Director Kim Lindsay shared the consolidation and new format of the Chart of Accounts.

B. Policy Manual Review: Section 5 – Budget + Finance—*First Reading**

The Interim Finance Director gave a rundown of the changes made to the section in the interest of clarity. Chair Bruursema requested that the section be presented again in the September 2021 agenda.

12. LIASON REPRESENTATIVE COMMENTS – Plainfield Township Representative Bill Brinkman reported that the township made \$83K and the month before \$15K on reinvested bonds.

13. PUBLIC COMMENTS** – Friends of the Library member Barb Wenger stated that she truly appreciates Chair Bruursema's and Ms. Weller's collaboration and support.

14. BOARD MEMBER COMMENTS

Ms. Bruursema – Chair Bruursema congratulated Executive Director Werner on his accomplishments. His appointment to the Michigan Library Board of Trustees is a huge success for KDL. She is looking forward to seeing everyone at Literary Libations on September 16 and at the board meeting the following week on September 23.

Mr. Erlewein – Mr. Erlewein recently visited the Grandville Branch and was excited to see the progress and improvement coming along. He was also delighted that the Farmers Market was occurring during his visit.

Mr. Dykhuis – Mr. Dykhuis echoed congratulations to Executive Werner and recognized Director of Projects and Planning Jaci Cooper for her five-year anniversary with KDL. He visited the Grandville Branch and he was impressed with the level of tech help at the branch and the patience and respect staff gave to all patrons.

Ms. Gilreath-Watts – Ms. Gilreath-Watts congratulated Director of Projects and Planning Jaci Cooper on her five-year anniversary with KDL and echoed Regional Manager I Dawn Lewis' sentiments that KDL providing service without barriers is the true KDL Way. She also congratulated Executive Director Lance Werner on his appointments.

Mr. Myers – Mr. Myers shared that the KDL Pension Board report audit passed and that funding is in good shape at \$61M. They are now discussing next steps.

Mr. Noreen – Mr. Noreen congratulated Executive Director Lance Werner and the great work that KDL does and appreciates that technology has allowed him to join the meeting from 5,000 miles away.

Ms. Oliver – N/A.

Ms. Weller – Ms. Weller acknowledged the great work done by the KDL Pension Board and congratulated Jaci Cooper on her anniversary with KDL. Ms. Weller also extended congratulations to Programming Manager Kip Odell for 20 years and Data Coordinator Sheri Glon on 16 years. She feels blessed to be a part of KDL. Lastly, Ms. Weller congratulated Executive Director Lance Werner on his accomplishments and the accomplishments of KDL.

15. MEETING DATES

Regular Meeting: Thursday, September 23, 2021 – Kent District Library Service and Meeting Center or via teleconference, 4:30 PM.

16. ADJOURNMENT

Motion: Ms. Weller for adjournment at 5:29PM.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

A handwritten signature in black ink that reads "Sheri Gilreath-Watts". The signature is written in a cursive, flowing style. Above the signature is a horizontal line.

Sheri Gilreath-Watts, KDL Board of Trustees Secretary