



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

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

DATE + TIME

Thursday, September 23, 2021 at 4:30 PM.

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

BOARD ABSENT: None.

STAFF PRESENT: Jaci Cooper, Sheri Glon, Randy Goble, Kim Lindsay, Kurt Stevens, Brian Mortimore, Elvia Myers, Christine Mwangi and Lance Werner

GUESTS PRESENT: None

1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:30 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

A. Approval of Agenda

B. Approval of Minutes: August 19, 2021.

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

Support: Supported by Ms. Gilreath-Watts

RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – None

5. **PUBLIC COMMENTS**** – Chair Bruursema shared some good news that the State of Michigan's budget was approved with \$2M going toward libraries. She hopes this will bring funding back to \$.50 per capita.

6. FINANCE REPORTS – August 2021*

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

- Cash flow appears to be the same as last year's, with \$680K collected last month for e-rate reimbursements and \$591K obtained for penal fine checks.
- KDL is 66% through the fiscal year, has received 98% of budgeted annual revenues and has spent about 60% of budgeted expenditures.
- The largest checks written for the month of August were \$350K to OverDrive for the digital collection, \$126K to Priority Health for employee healthcare, \$130K to IP Consulting for the datacenter colocation and MS Office backup subscription, and \$87K to Terhorst & Rinzema for renovations to the Service Center.
- There were no voided checks for the month of August.

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

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

7. LAKELAND LIBRARY COOPERATIVE REPORT

Chair Bruursema gave the following update on LLC New Business:

- FY Operating Budget Amendment #4 – Passed
- 2021-2022 Meeting Dates – Passed
- 2021-2022 Healthcare Resolution – Passed
- New Employee Handbook 2021 – Accepted as presented

8. DIRECTOR'S REPORT – August 2021

- Director of Projects & Planning Jaci Cooper, serving as Administrator-in-Charge in Executive Director Lance Werner's absence, encouraged everyone to take a tour around the KDL Service Center soon to see the updates. She acknowledged Facilities Manager Missy Lancaster for orchestrating many of the more complicated aspects of this huge project and thanked her for doing such a tremendous job on this work.
- Congratulations to Director of Fund Development Christine Mwangi on her first Literary Libations Gala. Ms. Mwangi shared that, to date, 103 gifts have been received, for a total of over \$65K and that the amount of money raised per ticket sold increased 4.8% since last year. This year there were also more individual ticket buyers and more first-time donors than ever before.
- The Grandville Branch Expansion Ribbon Cutting Ceremony will be on Friday, October 8, 2021. This date was selected to align with the Grandville Fall Fest.

9. OLD BUSINESS

A. Policy Manual – Section 5 | Budget + Finance*

Motion: Mr. Dykhuis moved to approve Policy Manual – Section 5 | Budget + Finance as presented.

Support: Supported by Mr. Myers.

RESULT: Motion Carried.

10. NEW BUSINESS

A. 2022 Board of Trustees Schedule

Motion: Mr. Noreen moved to approve the 2022 Board of Trustees Schedule as presented.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion Carried.

B. 2022 Planned System Closing Schedule

Motion: Ms. Oliver moved to approve the 2022 Planned System Closing Schedule as presented.

Support: Supported by Ms. Weller.

RESULT: Motion Carried.

C. Issue Analysis: Wonderknook Post Pilot – Proposal

Youth Librarian Abby Black, Facilities Manager Missy Lancaster, and Director of Projects & Planning Jaci Cooper shared the Wonderknook Issue Analysis, which proposes spending \$500K on revamping all play spaces across all Library branches using elected bidder TMC Furniture, Inc., in an effort to refresh KDL spaces and welcome patrons back to the library.

Motion: Mr. Noreen moved to approve the Issue Analysis: Wonderknook Post-Pilot Proposal as presented.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

D. Budget Amendment Resolution

Motion: Mr. Noreen moved to approve the Budget Amendment Resolution as presented.

Support: Supported by Mr. Erlewein.

Mr. Bruursema – Yes	Mr. Dykhuis – Yes	Mr. Erlewein – Yes	Ms. Weller – Yes
Mr. Myers – Yes	Mr. Noreen – Yes	Ms. Gilreath-Watts – Yes	Ms. Oliver – Yes

RESULT: Motion Carried 8-0 .

11. LIASON REPRESENTATIVE COMMENTS – None.

12. PUBLIC COMMENTS – None.**

13. BOARD MEMBER COMMENTS

Ms. Bruursema – Chair Bruursema enjoyed the presentations from the authors at the Literary Libations Gala and was honored to sit with award winner Darius Quinn and his family. She attended the farewell reception for Director of Library Operations Carrie Wilson and discovered the true meaning of “Loud Librarians.” She enjoyed attending the Municipalities’ Annual Report presentations and looks forward to attending more in the future.

Mr. Erlewein – Mr. Erlewein enjoyed the Literary Libations Gala and encouraged attendance at the Byron Township Board Meeting on Monday, September 27 to support Intellectual Freedom.

Mr. Dykhuis – Mr. Dykhuis enjoyed the Literary Libations Gala and is thankful to use the Wyoming Branch as Grandville finishes up construction. He also visited the Plainfield Township Branch and was impressed with the layout. He noticed that the Beyond Binary event was well attended.

Ms. Gilreath-Watts – Ms. Gilreath–Watts enjoyed the Literary Libations Gala and congratulated Executive Assistant Elvia Myers on her one-year anniversary at KDL. She also expressed appreciation for the partnership with the Kent County Parks Department.

Mr. Myers – Mr. Myers was unable to attend the Literary Libations Gala, but was able to sponsor a KDL staff member to attend. He has enjoyed attending KDL’s Annual Report Presentations at the individual municipalities.

Mr. Noreen – Mr. Noreen stated that the Literary Libations Gala was a wonderful event. He also shared that he recently attended the Tyrone Township Annual Report Presentation and everything went well.

Ms. Oliver – Ms. Oliver attended the KDL Annual Report Presentation at Lowell Township and emphasized that she is a dedicated supporter of the Library’s commitment to intellectual freedom. She enjoyed the Literary Libations Gala and she was happy to see a Lowell graduate there being recognized as an author.

Ms. Weller – Ms. Weller congratulated Director of Fund Development Christine Mwangi and Volunteer Coordinator Corey Archambault for their first Literary Libations Gala. They both did a fantastic job.

14. MEETING DATES

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

15. ADJOURNMENT

Motion: Ms. Weller for adjournment at 5:37 PM.

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.



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