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BOARD OF TRUSTEES

Meeting Minutes

LOCATION

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

DATE + TIME

Thursday, October 28, 2021 at 4:30 PM.

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

BOARD ABSENT: None.

STAFF PRESENT: Jaci Cooper, Sheri Glon (teleconference), Randy Goble, Kim Lindsay, Brian Mortimore, Elvia Myers, Christine Mwangi (teleconference), Kurt Stevens, Lance Werner and Jennifer Zeilbeck (teleconference).

GUESTS PRESENT: Dan Brubaker

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: September 23, 2021

C. Request for late closure of Amy Van Andel Library at 9:00 PM on Friday, December 3, 2021, to accommodate the Tinsel, Treats and Trolleys event in the Village of Ada.

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

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

4. REGIONAL MANAGER UPDATE

Regional Manager I Josh Bernstein and Regional Manager II Eric DeHaan shared updates:

Grandville Branch

- Opening weekend was a huge success with over 3,500 visitors to the library from Thursday night through Sunday afternoon.

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- Staff have been hard at work for the last two months with school outreach opportunities and book talks with high school students have been particularly busy. Staff have seen over 550 high school students so far.
- A+ Partners had their first meeting in over 2 years, re-opening a group partnership with Grandville Public Schools.

Byron Township Branch

- Had the highest number of Summer Wonder completers (1,331) in all of KDL!
- The adult book club is back in-person with pre-COVID attendance numbers.
- Youth staff participated in Byron Township's Trunk or Treat program and were able to connect with hundreds of kids as a result.
- Circulation numbers have been climbing over the last few months, often rivaling some of the larger branches (almost 18K last month and touching 24K over the summer).

The Board asked questions and staff responded.

5. LIAISON REPRESENTATIVE COMMENTS – None

6. PUBLIC COMMENTS** – Dan Brubaker is impressed with the tremendous work that KDL is doing in the community.

7. FINANCE REPORTS – September 2021*

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

- Cash flow appears to be less than last year with \$19.3M compared to \$20M.
- KDL is 75% through the fiscal year, has collected 98% of budgeted annual revenue and has spent 65% of budgeted expenditures.
- The largest checks written for the month of September were \$127K to IP Consulting for their monthly service and for the phone update and \$125K to Priority Health for staff healthcare coverage.
- There were no voided checks for the month of August.

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

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

8. LAKELAND LIBRARY COOPERATIVE REPORT

Chair Bruursema gave the following update on LLC New Business:

- The LLC Director received an Annual Evaluation and was elected to the Presidency of the Coop Organization.
- The Operating Budget Amendment was approved.
- Spring Lake celebrated its 20-year anniversary in the current building.

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- MLA President Kelly Richards has taken a Director position in Philadelphia.

9. DIRECTOR'S REPORT – September 2021

- Executive Director Lance Werner congratulated MLA President Kelly Richards on his new director position in Philadelphia. He also appreciates Regional Manager Josh Bernstein's support of Intellectual Freedom at the Byron Township Meeting.
- Finance Manager Emily Whalen will start on Monday, November 1 and Director of Library Operations Jennifer DeVault will start on Monday, November 29. Though Executive Director Werner has enjoyed working as a dual CEO/COO during the search for a new director and has enjoyed connecting with KDL's managers, he is excited to welcome Ms. DeVault to the role.
- Mission Read Update: Cedar Spring is no longer accepting new applicants.
- Director of Human Resources + Organizational Development Brian Mortimore acknowledged Executive Director Lance Werner and awarded him with a name badge stating, "Lance Werner, Defender of the Constitution."

10. NEW BUSINESS

- A. Executive Director's Evaluation Process
- B. Third Quarter Strategic Plan Review
- C. 2022 Budget

The Interim Director of Finance reviewed the 2022 KDL Budget.

The Board asked questions and KDL Leadership answered the questions.

11. LIASON REPRESENTATIVE COMMENTS – None.

12. PUBLIC COMMENTS** – None.

13. BOARD MEMBER COMMENTS

Ms. Bruursema – Chair Bruursema echoed previously shared sentiments of the Board and community members and is very proud of KDL and their representation within the community. She enjoyed the Ribbon Cutting at the Grandville Branch and is pleased to see that Ada and Grandville have a shining light on KDL.

Mr. Erlewein – Mr. Erlewein is proud of Executive Director Lance Werner and is proud of the Leadership shown in the 2022 Budget Review. He is looking forward to the KDL store.

Mr. Dykhuis – Mr. Dykhuis was happy with the expansion of the Grandville Branch.

Ms. Gilreath-Watts – Ms. Gilreath-Watts had Grandville Branch Librarian Katie Lawrence attend a class session wherein she was able to sign up new patrons and get kids engaged in reading books and presenting the right amount of variety. She is appreciative of Interim

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Director Kim Lindsay and the KDL Leadership team for being good stewards of KDL to the public and managing funds appropriately.

Mr. Myers – Mr. Myers joined via teleconference due to personal non-emergent surgery that is keeping him at home. He asked that KDL utilize the names of the four board members who reviewed the budget more closely when presenting the motion during the Budget Hearing in November.

Mr. Noreen – Mr. Noreen echoes all the praise from the Board and community members.

Ms. Oliver – Ms. Oliver is proud of the stance KDL has taken with Intellectual Freedom. She is excited about KDL's Strategic Plan and projects and stated that it is a wonderful time for KDL.

Ms. Weller – Ms. Weller is very proud of Executive Director Lance Werner and the great work on the 2022 Budget.

14. MEETING DATES

Regular Meeting: Thursday, November 18, 2021 – Kent District Library Service and Meeting Center or via teleconference, 7:00 PM.

15. ADJOURNMENT

Motion: Ms. Weller for adjournment at 6:17 PM.

Support: Supported by Ms. Oliver.

RESULT: Motion carried.



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