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# BOARD OF TRUSTEES

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## Meeting Minutes

### LOCATION

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

### DATE + TIME

Thursday, November 18, 2021 at 7:00 PM.

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

**BOARD ABSENT:** Tom Noreen

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

**GUESTS PRESENT:**

### AGENDA

**1. CALL TO ORDER**

Chair Bruursema called the meeting to order at 7:01 PM.

**2. PLEDGE OF ALLEGIANCE**

**3. CONSENT AGENDA\***

A. Approval of Agenda

B. Approval of Minutes: October 28, 2021

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

**Support: Supported by Mr. Myers.**

**RESULT: Motion carried.**

**4. LIAISON REPRESENTATIVE COMMENTS** – None.

**5. PUBLIC COMMENTS\*\*** – None.

**6. PUBLIC HEARING – 2022 BUDGET**

**Motion: Mr. Dykhuis moved to open discussion for the public hearing at 7:04 PM.**

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

Mr. Bruursema – Yes

Mr. Dykhuis – Yes

Mr. Erlewein – Yes

Ms. Gilreath-Watts – Yes

Mr. Myers – Yes

Mr. Noreen – N/A

Ms. Weller – Yes

Ms. Oliver – N/A

**RESULT: Motion Carried 7-0**

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There were no public comments.

**Motion: Mr. Erlewein moved to close the public hearing and reconvene the regular board meeting at 7:05 PM.**

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

**RESULT: Motion Carried.**

## 7. FINANCE REPORTS – OCTOBER 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 \$17.4M.
- KDL has received 100% of budgeted annual revenues and has 16.7% of budgeted expenditures remaining.
- The largest checks written for the month of October were \$350K to OverDrive for electronic materials, \$173K to IP Consulting for IT colocation support and \$140K to Interphase Office Interiors for office furniture.
- There were 2 voided checks; one was lost and the other was to an incorrect vendor.
- The Finance Team has welcomed Finance Manager Emily Whalen and will remain open for the end of the year in contrast to practices of past years.

**Motion: Mr. Erlewein moved to receive and file the October 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:

- LLC had no action items since the meeting was held on Veteran's Day and many of the libraries in the coop were closed. She spoke about censorship and the fact that this is part of a national trend. She encouraged library staff to consult with ALA, the Library of Michigan and herself if questions arise in our local libraries.

## 9. DIRECTOR'S REPORT – October 2021

- Executive Director Lance Werner introduced Finance Manager Emily Whalen.
  - Ms. Whalen gave a brief introduction and stated that she is excited to have a sense of purpose working at KDL.
- Mr. Werner announced that the new Director of Library Operations, Jennifer DeVault, will be joining the December Board Meeting and that he has been contacted by Cedar Springs Library and Madison County Library System to discuss Material Challenges.

The Board asked questions of staff and staff responded.

## 10. NEW BUSINESS

### A. Executive Director's Evaluation: Request for December Closed Session\*

**Motion: Ms. Weller moved to have a closed session at the Board of Trustees December 16, 2021, meeting for the Executive Director's Evaluation.**

**Support: Supported by Mr. Myers.**

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**RESULT: Motion carried.**

**B. Strategic Initiatives**

Director of Project & Planning Jaci Cooper gives a brief description of the Strategic Initiatives.

The Board ask question of staff and staff responded.

**C. Issue Analysis: Maner Costerisan Auditing Extension – *First Reading\****

**Motion: Mr. Dykhuis moved to approve the Issue Analysis: Maner Costerisan Auditing Extension as presented.**

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

**RESULT: Motion carried.**

**D. Resolution: Health Insurance Funding\***

**Motion: Mr. Myers moved to approve the Health Insurance Funding as presented.**

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

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

**RESULT: Motion Carried 7-0**

**E. Resolution: Approval of 2022 Budget\***

**Motion: Ms. Weller moved to approve the 2022 Budget as presented.**

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

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

**RESULT: Motion Carried 7-0**

**11. LIASON REPRESENTATIVE COMMENTS – None**

**12. PUBLIC COMMENTS\*\* – None.**

**13. BOARD MEMBER COMMENTS**

**Ms. Bruursema** – Chair Bruursema attended this years last annual report for KDL, and she is appreciative of the work the Leadership Team does with the municipalities to present the work that KDL does in the community. She wished everyone a Happy Thanksgiving.

**Mr. Erlewein** – Mr. Erlewein asked questions regarding Student Federal Loan Forgiveness and Mr. Mortimore responded that he would follow up with information to see how KDL can assist staff with this program.

**Mr. Dykhuis** – Mr. Dykhuis is extremely impressed with the process of projects; the budget was phenomenal and the new members have taken on stewardship of the community.

**Ms. Gilreath-Watts** – Ms. Gilreath-Watts appreciates the work being done at KDL and is mindful to send texts of gratitude to 3 people each day.

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**Mr. Myers** – Mr. Myers stated that the Pension Fund balance is at \$64M and Henry Vry, a Pension Board Member, is retiring, and they are looking for individuals within the public to join.

**Ms. Oliver** – Ms. Oliver shared that the December KDL Board of Trustees Meeting will be her will last as a Board of Trustees Member. She also provided a list of digital audiobooks that are unavailable for libraries to purchase due to Amazon's exclusive Audible licensing.

**Ms. Weller** – Ms. Weller is excited about the news buzzing for the Walker Library, as the current building is 8K square feet and the new building would be 39K square feet. She is hopeful that the next steps will move quickly.

### 14. MEETING DATES

*Regular Meeting: Thursday, December 16, 2021 – Kent District Library Service and Meeting Center or via teleconference, 4:30 PM.*

### 15. ADJOURNMENT

**Motion: Ms. Weller for adjournment at 7:57 PM.**

**Support: Supported by Mr. Myers**

**RESULT: Motion carried.**



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**ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**