BOARD OF TRUSTEES
Meeting Minutes

LOCATION
Kent District Library Service + Meeting Center, 814 West River Center Drive NE, Comstock Park, MI 49321 and via teleconference.

DATE + TIME
Thursday, January 20, 2022 at 4:30 PM.

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

BOARD ABSENT: None.

STAFF PRESENT: Jaci Cooper, Sheri Glon (teleconference), Randy Goble, Kim Lindsay (teleconference), Brian Mortimore, Elvia Myers, Lance Werner and Emily Whelan (teleconference).

GUESTS PRESENT: Danette Beasly (teleconference) & Steve Grimm.

1. CALL TO ORDER
   Chair Myers called the meeting to order at 4:30 PM.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTION OF NEW KDL BOARD MEMBER
   Chair Myers welcomed KDL’s newest Board Member, Nicole Lintemuth. Ms. Lintemuth is representing Region 4, which includes the City of Lowell, Bowne Township, Lowell Township, and Vergennes Township. She is the owner of Bettie’s Pages, an independent bookstore in Lowell, Michigan and has been a fan of libraries since she first discovered the magic of books as a child.

4. CONSENT AGENDA*
   A. Approval of Agenda
   B. Approval of Minutes: December 16, 2021, Open & Closed Sessions
   **Motion**: Ms. Weller moved to approve the consent agenda as presented.
   **Support**: Supported by Ms. Gilreath-Watts.
   **RESULT**: Motion carried.

5. LIAISON REPRESENTATIVE COMMENTS – None.
6. PUBLIC COMMENTS* – Mr. Steve Grimm stated that he is looking forward to collaboration with KDL regarding the Krause Memorial Branch expansion.

7. FINANCE REPORTS - December 2021*
   The Interim Director of Finance gave a brief overview of the year-to-date financials:
   - December financial operations reporting is expected to be finalized by the February Board of Trustees Meeting.
   - Cash appears to be down a little less than $3M from last year due to the holidays and purchasing being kept open for the remainder of the year in 2021. Once the year-end accruals are processed, the fund balance equality account will be utilized as anticipated, but not quite to the extent that was initially budgeted.
   - KDL is 100% through the fiscal year, has received 100% of budgeted annual revenues, and has spent 88% of budgeted expenditures due to purchases made in December that will not be processed until January/February.
   - The three largest checks written for December were made to Lake Michigan Credit Union for a little over $360K for the annual deposit to employee HSA accounts, to Rehmann LLC for approximately $159K for the Interim Director of Finance services and to Ter Holst & Rinzema Construction Co. for approximately $85K for Service Center renovations. Office furniture budgeted for 2021 will now be added to the 2022 budget due to the delay of delivery.
   - There were two voided checks in the month of December due to notification from vendor that the original checks never arrived. These checks were to the Walker City Treasurer for $1,287.03 and to GreenMichigan.org for $250.00. The original checks were voided with new checks issued.

**Motion:** Mr. Noreen moved to receive and file December 2021 finance reports as presented.
**Support:** Supported by Ms. Weller.
**RESULT:** Motion carried.

8. DIRECTOR’S REPORT – December 2021
   - Executive Director Werner recognized Cannon Township Supervisor Mr. Steve Grimm for being an outstanding advocate and champion for KDL in his jurisdiction.
   - Executive Director Werner has accepted the appointment of delegate to the Americas Regional Council of OCLC (Online Computer Library Center), a nonprofit library cooperative that provides “shared technology services, original research and community programs for its membership and the library community at large” (oclc.com).

The Board asked questions of staff and staff responded.

9. NEW BUSINESS
   A. KPI Review
      Director of Projects & Planning Jaci Cooper informed the board that a thorough presentation will be included in the February Board of Trustees meeting and Key Performance Indicators (KPIs) will be presented quarterly thereafter.
The Board asked questions of staff and staff responded.

B. Conflict of Interest Statements and Board Code of Ethics
   The Board received Conflict-of-Interest Statements and Board Code of Ethics forms for 2022. They were asked to review the documents and give signed copies to Executive Assistant Elvia Myers for filing.

C. 2022 Credit Card Agreement
   The Board received Credit Card Agreement forms for 2022 and were asked to review the document and give signed copies to Executive Assistant Elvia Myers for filing.

D. Policy Manual Review: Section 4.3.1 - Photography and Videography*
   **Motion:** Ms. Bruursema moved to approve Policy Manual Review: Section 4.3.1 - Photography and Videography.
   **Support:** Supported by Mr. Noreen.
   **RESULT:** Motion carried.

E. Memorandum of Understanding – Krause Memorial Branch Expansion*
   A Memorandum of Understanding is not a legal document but an expression of intent.
   **Motion:** Mr. Erlewein moved to approve Memorandum of Understanding – Krause Memorial Branch Expansion.
   **Support:** Supported by Mr. Noreen.
   **RESULT:** Motion carried.

F. Resolution: Billing Rate for Foster Swift Legal Services*
   **Motion:** Ms. Bruursema moved to approve Resolution: Billing Rate for Foster Swift Legal Services.
   **Support:** Supported by Mr. Noreen.

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

   **RESULT:** Motion carried 8-0.

G. Resolution: eRate Amendment*
   **Motion:** Mr. Noreen moved to approve Resolution: eRate Amendment.
   **Support:** Supported by Mr. Dykhuis.

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

   **RESULT:** Motion carried 8-0.

H. 4th Quarter Strategic Plan Update
   Director of Projects & Planning Jaci Cooper gave a 4th Quarter Strategic Plan Update.
I. Executive Director’s Evaluation*

Motion: Ms. Weller moved to receive and file the 2021 Executive Director’s Evaluation as presented.
Support: Supported by Mr. Noreen.
RESULT: Motion carried.

10. LIAISON REPRESENTATIVE COMMENTS – None.

11. PUBLIC COMMENTS** - None.

12. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema thanked the staff and Leadership Team for the card and flowers in appreciation of her service as the KDL Board of Trustees Chair from 2020-2021. She visited the libraries during the holiday season and was impressed with the morale. Lastly, Ms. Bruursema welcomed Ms. Lintemuth to the Board.

Mr. Erlewein – Mr. Erlewein enjoyed volunteering with KDL on MLK Day at the Rockford Equestrian Center and celebrated that the “Rockford’s Got Talent” fundraiser for the Krause Memorial Branch expansion raised $50K, of which the library will receive $20K.

Mr. Dykhuis – Mr. Dykhuis enjoyed the holiday get together in December and welcomed Ms. Lintemuth to the Board.

Ms. Gilreath-Watts – Ms. Gilreath-Watts is excited that KDL honored the work and legacy of Martin Luther King Jr. on MLK Day and thanked the Leadership Team, Board of Trustees and KDL for wanting to do more to impact the community. She also welcomed Ms. Lintemuth to the Board.

Ms. Lintemuth – Ms. Lintemuth thanked everyone for the warm welcome and stated that she is looking forward to working with the Board of Trustees and being a part of all the work that KDL does in the community.

Mr. Myers – Chair Myers will be implementing a chime to start meetings on time. The chime will sound about one minute before the meeting is scheduled to begin. Mr. Myers reviewed the 2021 Board attendance and stated that the Board of Trustees had a 98% attendance rate for the 2021 year. He also visited Ms. Lintemuth at her store in Lowell and was impressed with the decorations and welcoming atmosphere.

Mr. Noreen – Mr. Noreen gave a warm welcome to Ms. Lintemuth.
Ms. Weller – Ms. Weller is looking forward to 2022 and the wonderful things that KDL has in store. She welcomed Ms. Lintemuth.

13. MEETING DATES
   Regular Meeting: Thursday, February 17, 2022 – Kent District Library Cascade Branch and via teleconference, 4:30 PM.

14. ADJOURNMENT
   Motion: Ms. Weller moved for adjournment at 5:49 PM.
   Support: Supported by Ms. Gilreath-Watts.
   RESULT: Motion carried.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION