



BOARD OF TRUSTEES

Meeting Minutes

LOCATION

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

DATE + TIME

Thursday, December 16, 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: Cheryl Cammenga, Jaci Cooper, Jennifer DeVault, Randy Goble, Elvia Myers, Kurt Stevens, Brian Mortimore, Christine Mwangi, Lance Werner and Emily Whelan

GUESTS PRESENT: Bill Brinkman

1. CALL TO ORDER

Chair Bruursema called the meeting to order at 4:33 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

A. Approval of Agenda

B. Approval of Minutes: November 18, 2021

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

Support: Supported by Ms. Weller.

RESULT: Motion carried.

4. REGIONAL MANAGER UPDATE

- Regional Manager I Cheryl Cammenga gave the following updates from Gaines (GNS) and Kentwood (KWD) Branches:

During the past year:

- Both branches participated in Lunches to Go with Feeding America.
- Storytimes resumed, with participation numbers reaching almost pre-pandemic numbers in the fall.
- New displays and merchandizing standards from the Circulation Moonshot project were implemented and are still heavily in the works.

- Curbside remained a popular option among patrons and the 24/7 pickup lockers at Kentwood increased in popularity.
- The Kentwood Branch partnered with the City of Kentwood to be the central location for a community food pantry. City staff maintain and stock the pantry shelves in the library lobby once a week, as well as branch staff, when necessary.
- Both Kentwood and Gaines have struggled with staff turnover and are still in the process of filling positions.
- Each branch is slowly making gains on circulation. Compared to 2019, both Kentwood and Gaines circulation is down 19 and 21 percent, respectively.

In 2022:

- Gaines and Kentwood's goal is to get new and returning users back to the branches by concentrating efforts on Outreach to seniors, recent immigrants, and area school families.
- Branch Outreach and Programming Specialist Hennie Vaandrager and Regional Manager I Cheryl Cammenga have joined the Community School Leadership Team, comprised of school professionals and organizations serving the underserved, homeless and refugee students and their families. They are building relationships and partnerships with organizations such as the Refugee Education Center and the Woodfield Apartments after school recreation program.
- With schools currently not allowing visitors into the classrooms, branch staff have created online book talks for the classroom. The Kentwood Friends of the Library have also purchased books for the students.

5. LIAISON REPRESENTATIVE COMMENTS – Plainfield Township Representative Bill Brinkman shared that Plainfield Township is doing its best to survive the pandemic, that the township passed the budget at the last meeting, and that another grant has been requested for the Grand River Park Expansion.

6. PUBLIC COMMENTS** – None.

7. FINANCE REPORTS – November 2021*

Finance Manager Emily Whalen gave a brief overview of the year-to-date financials:

- Cash is slightly down from last year—Approximately \$1.1M less than last year.
- KDL has received 100% of budgeted annual revenues and has spent 81% budgeted expenditures. (With the Service Center's next shipment of furniture delayed until the end of January, expenditures can only be accounted for when delivered.)
- The two largest checks written for the month of November were to Sirsidynix in the amount of \$136K for the ILS and to Priority Health in the amount of \$126K for employee healthcare.
- There was one voided check for a replacement check that was lost.
- The Board asked questions and the Finance Manager responded.

Motion: Mr. Erlewein moved to receive and file the November 2021 finance reports as presented.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

8. LAKELAND LIBRARY COOPERATIVE REPORT

Chair Bruursema gave the following update on LLC New Business:

- In the past 18 months, the City of Rockford, Algoma, Cannon, and Courtland Townships have been exploring the possibility of pulling out of the Kent District Library system and establishing their own independent library district. Lakeland provided statistics and reports to both parties regarding the financial impact on Lakeland should this separation from KDL take place. If the Lakeland Board were to accept Rockford and the neighboring townships as an independent member, KDL would withdraw from Lakeland and restrict borrowing to only KDL patrons. This would also result in a substantial budget reduction at Lakeland that will not be made up by state aid and other operating fees. On December 8, the townships held a public meeting in Rockford that was attended by over 300 residents. Approximately 70 residents spoke out against the separation. The LLC Board agreed to form an ad-hoc committee to address this issue and to support KDL.

9. DIRECTOR'S REPORT – November 2021

- Executive Director Lance Werner shared that The Kent District Library won Urban Library Council's award for Top Innovator in Institutional Change and Strategic Management for the Project Management Office: Strategy and ROI.
- The Library also received honorable mentions for:
 - KDL's Community Collaboration with Affinity Mentoring for Anti-Racism, Equity, Diversity and Inclusion
 - A Multimedia Community Partnership for Communicating the Library's Value with "Wimee's Words."
 - KDL Multiple Organization Partnership Puertas Abiertas
 - KDL's Mama Bear & Baby Cubs Support Group
- Mr. Werner thanked Caitie Oliver for her dedication to the KDL Board of Trustees and to the KDL Family.

10. NEW BUSINESS.

A. 2022 Election of Officers*

Motion: Mr. Dykhuis moved to appoint Mr. Myers as KDL Board of Trustees Chair, Ms. Weller as Vice-Chair, Mr. Erlewein as Treasurer and Ms. Gilreath Watts as secretary for the 2022 calendar year.

Support: Supported by Mr. Erlewein. Ms. Oliver abstained.

RESULT: Motion carried.

B. 2022 Trustee Board Assignments*

Chair Bruursema initiated the annual trustee board assignment discussion to allow trustees and opportunity to express their desire to depart or join an advisory or the Lakeland Cooperative Board.

Motion: Mr. Noreen moved to reappoint Ms. Weller & nominate Ms. Bruursema to serve as KDL Board representatives on the 2022 KDL Alliance of Friends, to reappoint Mr. Myers and Mr. Erlewein to serve as KDL Board representatives on the 2022 KDL Pension Board, and to reappoint Ms. Bruursema to serve as a KDL Board representative on the 2022 Lakeland Library Cooperative Board.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

C. 2021 KDL Year in Review

Director of Projects and Planning Jaci Cooper shares 2021 KDL Year in Review Presentation as a reflection of the Amazing Impact KDL has done in the Community.

The Board asked staff questions and the staff responded.

D. Policy Manual – Section 6: Personnel – *First Reading**

Human Resources and Organizational Development Brian Mortimore discussed that there were no changes to the Policy Manual and gave clarification to the Drug testing requirements.

Motion: Ms. Oliver moved to approve the Policy Manual – Section 6: Personnel as presented.

Support: Supported by Mr. Noreen.

RESULT: Motion Carried 6-2.

11. LIASON REPRESENTATIVE COMMENTS – None.

12. PUBLIC COMMENTS** – None.

13. BOARD MEMBER COMMENTS

Ms. Bruursema – Chair Bruursema shared the honor of being the Chair of the KDL Board of Trustees. She thanked Ms. Oliver for her dedication to the Library and that she enjoyed visiting all 20 locations this week in KDL Holiday Gift distribution.

Mr. Erlewein – Mr. Erlewein thanks the KDL Board for their representation in the Rockford Meeting regarding Krause Memorial and wishes everyone a Merry Christmas.

Mr. Dykhuis – Mr. Dykhuis shares his gratitude for working with Ms. Oliver and he is delighted in the Grandville Branch having all its furniture in except for WonderKnook.

Ms. Gilreath-Watts – Ms. Gilreath-Watts shared that she is going to miss Ms. Oliver and that she has appreciated all of her hard work and dedication to the board. Ms. Gilreath-Watts attended the Rockford meeting and enjoyed hearing the impressive stories that everyone shared. She appreciates and respects the leadership that Ms. Bruursema brought to the KDL Board.

Mr. Myers – Mr. Myers thanked KDL Board Chair Shirley Bruursema for her service and Ms. Oliver for all her hard work and support on the board. Lastly, he wished everyone a Merry Christmas and Happy Holidays.

Mr. Noreen – Mr. Noreen thanked KDL Board Chair Shirley Bruursema for all of her institutional knowledge and sends his well wishes to Ms. Oliver in her next endeavor. He also thanked the KDL team for their consistent efforts in making KDL great. He wished everyone a Merry Christmas and Happy New Year’s.

Ms. Oliver – Ms. Oliver has had great passion for all of the work she did as a KDL Board Trustee and has enjoyed the dramatic timeframe of the county. She has found so much pride in supporting the Constitution and the First Amendment.

Ms. Weller – Ms. Weller shared her sadness over news of Regional Manager I Dawn Lewis’ retirement and her tremendous impact on KDL, stating that Dawn will be deeply missed. Ms. Weller acknowledged Executive Assistant Elvia Myers for helping with the KDL Friends Alliance and wishes everyone a Merry Christmas and Happy New Year.

14. MEETING DATES

Regular Meeting: Thursday, January 20, 2022 – Kent District Library Service and Meeting Center or via teleconference, 4:30 PM.

15. CLOSED SESSION – Executive Director’s Performance Evaluation

Motion: Mr. Noreen moved at 6:38 PM to meet in a closed session pursuant to section 8(a) of the Open Meeting Act for the purpose of conducting the Executive Director’s performance evaluation.

Support: Supported by Ms. Oliver

Mr. Bruursema – Yes

Mr. Dykhuis – Yes

Mr. Erlewein – Yes

Ms. Gilreath-Watts – Yes

Mr. Myers – Yes

Mr. Noreen – Yes

Ms. Weller – Yes

Ms. Oliver – Yes

RESULT: Motion Carried 8-0.

Motion: Mr. Dykhuis moved to adjourn the closed session and resume the Regular Board Meeting at 7:52 PM.

Support: Supported by Mr. Erlewein.

16. EXECUTIVE DIRECTOR’S ANNUAL PERFORMANCE

Chair Bruursema noted that the KDL Board discussed Executive Director Werner’s performance and proposed a salary increase for 2022.

Motion: Ms. Weller moved to approve Executive Director’s salary increase for 2022.

Support: Supported by Ms. Oliver.

Motion: Motion carried.

The KDL Board shared their gratitude towards Executive Director Werner for his service and noted that he has had a successful year within the organization and local community, considering all of the obstacles. Executive Director Werner shared his appreciation for the Board’s decision.

17. ADJOURNMENT

Motion: Ms. Weller for adjournment at 7:58 PM.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

A handwritten signature in dark ink, reading "Sheri Gilreath Watts". The signature is written in a cursive, flowing style.

Sheri Gilreath Watts, KDL Board of Trustees Secretary