BOARD OF TRUSTEES
Meeting Minutes

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

DATE + TIME
Thursday, February 17, 2021, at 4:30 PM.

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

BOARD ABSENT: None.

STAFF PRESENT: Lulu Brown, Jaci Cooper, Sheri Glon (teleconference), Randy Goble, Kim Lindsay, Brian Mortimore, Elvia Myers, Kurt Stevens, Vanessa Walstra and Lance Werner

GUESTS PRESENT: Tim Emmitt

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

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*
   A. Approval of Agenda
   B. Approval of Minutes: January 20, 2022
   C. Lakeland Library Cooperative Report: January 13, 2022
   D. Request for Early Closure: Walker Branch to close at 2:00 PM on Friday, April 29, 2022 to accommodate the carpet being cleaned throughout the building.

   Motion: Mr. Noreen moved to approve the consent agenda as presented.
   Support: Supported by Ms. Gilreath-Watts.
   RESULT: Motion carried.

4. REGIONAL MANAGER UPDATE
   Regional Manager I Vanessa Walstra & Regional Manager II Lulu Brown gave the following updates from Cascade and Caledonia branches:
   • Installing and dedicating the Marion Robinson Memorial Aquarium at Cascade.
   • Expanding space for new Wonderknook pieces and KDL Lab in Caledonia.
   • Developing and implementing principles of the Circulation Moonshot at both branches.
   • Prioritizing patron-centered service in all interactions.
• Looking forward to a year of growth as they seek to connect authentically with local Cascade and Caledonia communities.

5. LIAISON REPRESENTATIVE COMMENTS – None.

6. PUBLIC COMMENTS** – None.

7. FINANCE REPORTS – January 2022*
   Interim Director of Finance Kim Lindsay gave a brief overview of the year-to-date financials:
   • Cash position has been replenished with the first 5 to 6 weeks of property tax collection. Cash and investments at the end of January stand at roughly $23.2M as compared to $23.7M this time last year, largely due to the investment pool with Atlanta Capital being down $110K in value from January 2021.
   • Revenues for the month were $12.6M as compared to $11.2M for the prior year, with the majority of revenue from property tax collections. Additionally, expenditures are $2.7M as compared to $2.2M for the prior year.
   • The four largest checks written for the month of January were to:
     o Priority Health in the amount of $114K for employee health insurance premiums,
     o IP Consulting in the amount of $73K for monthly Colocation Services and final payment on relocation,
     o Library Ideas, LLC in the amount of $74K for Freegal Music and Streaming annual subscription renewal, and
     o Ebsco Information Services in the amount of $68K for systemwide annual magazine subscription renewal.

Motion: Ms. Bruursema moved to receive and file the January 2022 finance reports as presented.
Support: Supported by Mr. Noreen.
RESULT: Motion carried.

8. DIRECTOR’S REPORT – January 2022
   Executive Director Lance Werner shared:
   • The City of Rockford, Cannon Township and Courtland Township have signed the Krause Memorial Expansion Memorandum of Understanding that was presented to the KDL Board last month. Mr. Werner is excited to start fundraising and thanked Cannon Township Supervisor Steve Grimm for all of his work turning the campaign into a reality.
   • The Director of Las Vegas Public Library Kelvin Watson is running for president of the American Library Association. Mr. Watson has met with the KDL Leadership Team in the past and is a highly respected leader in the library industry.
   • Board Trustee Tom Noreen has been a great KDL representative within Nelson Township.

The board asked questions of Executive Director Werner and Mr. Werner replied.

Board Secretary Ms. Gilreath-Watts inquired about the 2021 Executive Director Evaluation and Goals for 2022. In response, Executive Director Werner requested to amend the current agenda
by including a CLOSED SESSION for the Board of Trustees to continue discussion at the end of New Business and before the close of the meeting.

9. NEW BUSINESS

A. KPI Review
   Consultant Tim Emmitt and Director of Projects and Planning Jaci Cooper gave a detailed review of KDL Key Performance Indictors.

   The Board asked questions and staff responded.

B. Policy Manual – Section 01 Collection + Reference
   Motion: Mr. Dykhuis moved to approve the Policy Manual – Section 01 Collection + Reference as presented.
   Support: Supported by Mr. Noreen.
   RESULT: Motion carried.

C. Resolution: KDL Service*
   Motion: Ms. Gilreath-Watts moved to approve the Resolution: KDL Service.
   Support: Supported by Ms. Lintemuth.
   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.

10. LIASON REPRESENTATIVE COMMENTS – None.

11. PUBLIC COMMENTS** – None.

12. BOARD MEMBER COMMENTS
   Ms. Bruursema – Ms. Bruursema shared that the KDL branches in her region are doing well. Recently, she joined an MLA virtual meeting and was impressed to learn what is going on within libraries statewide. She looks forward to participating in Michigan Library Advocacy Day on March 1.

   Mr. Erlewein – Mr. Erlewein attended the KDL Pension Board Meeting on February 16 and shared the Board’s collective decision to collaborate with Principal Group regarding real estate investments. Robert Campbell, an actuary, will also be instated as the new citizen trustee for the KDL Pension Board.

   Mr. Dykhuis – Mr. Dykhuis is excited to be experiencing his first Board of Trustees meeting at an actual branch, considering he began his term during the pandemic.

   Ms. Gilreath-Watts – Sharing a quote from Dr. Martin Luther King Jr, “The time is always right to do what is right,” Ms. Gilreath-Watts expressed her appreciation for being a KDL Board Trustee and feels empowered by the opportunity.
**Ms. Lintemuth** – Ms. Lintemuth is excited to check out the Cascade Branch’s presentation for Black History Month along with the Marion Robinson Memorial Aquarium.

**Mr. Myers** – Chair Myers attended the Amy Van Andel Library’s one-year anniversary and he was impressed with the festivities.

**Mr. Noreen** – No comment.

**Ms. Weller** – Ms. Weller shared that Fund Development Director Christine Mwangi and Volunteer Coordinator Corey Archambault have done a fantastic job preparing for the Literary Libations Gala for 2022. Thus far, they already have four authors contracted to speak.

13. CLOSED SESSION REQUEST FROM EXECUTIVE DIRECTOR – Executive Director Evaluation Follow Up *

**Motion:** Mr. Noreen moved at 6:06 PM to meet in a closed session pursuant to section 8(a) of the Open Meetings Act for the purpose of conducting the Executive Director’s performance evaluation follow up.

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

- 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.

**Motion:** Ms. Bruursema moved to adjourn the closed session and resume the Regular Board Meeting at 6:48 PM.

**Support:** Supported by Mr. Noreen.

**RESULT:** Motion carried.

14. MEETING DATES

*Regular Meeting: Thursday, March 17, 2022 – Kent District Library Service and Meeting Center or via teleconference, 4:30 PM.*

15. ADJOURNMENT

**Motion:** Ms. Bruursema moved for adjournment at 6:54 PM.

**Support:** Supported by Ms. Lintemuth.

**RESULT:** Motion carried.

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Lance Werner, Executive Director Administration