



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, March 17, 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, Jennifer DeVault, Amanda Johnston, Curtis Kieliszewski, Kim Lindsay, Elvia Myers, Kurt Stevens and Lance Werner.

GUESTS PRESENT: None.

1. CALL TO ORDER

Chair Myers called the meeting to order at 4:30 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: February 17, 2021, Open & Closed Sessions
- C. Lakeland Library Cooperative Report: February 10, 2021
- D. Request for Late Closing: Grandville Branch to remain open until 9:00 PM on Friday, April 29, 2022 to accommodate the City of Grandville's Art and Chocolate Walk.
- E. Request for Late Opening: Krause Memorial Branch to open at 1:00 PM on Saturday, June 11, 2022 to accommodate & participate in the Annual Rockford Start of Summer Parade.

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

Support: Supported by Ms. Weller.

RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – None.

5. PUBLIC COMMENTS** – None.

6. FINANCE REPORTS –February 2022*

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

- For the month of February, KDL has collected 76% of the budgeted revenue. Year-to-date, a total revenue of \$21.2M has been collected, with \$21.1M of that being from property tax collections.
- The health insurance reimbursement has been received for \$237K and is reflected in the February revenues.
- KDL has expended \$5.1M (17%) of the current year's expenditure budget. A few Board-level line items are slightly ahead of pace as far as percentage spent to date, but these are all related to timing (larger expenditures at the beginning of the fiscal year).
- The four largest checks for the month include the following:
 - OverDrive, Inc. - \$385K - Digital collection
 - Midwest Tape - \$165K- Digital collection (Hoopla)
 - Priority Health - \$120K- Employee health insurance for the month of February
 - Citizens Insurance Co. - \$74K - Annual insurance premiums
- There was one check voided this month as it was originally printed with an incorrect amount. The check was reissued correctly.

Motion: Mr. Erlewein moved to receive and file the February 2022 finance reports as presented.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

7. DIRECTOR'S REPORT – February 2022

At the beginning of his report, Executive Director Werner asked for a moment of silence on behalf of Director of Human Resources and Organizational Development Brian Mortimore, who recently lost his brother-in-law to a long illness.

- Mr. Werner talked with members of Congress about multiple funding opportunities. Congressman Moolenaar offered to make a direct request on behalf of KDL.
- Mr. Werner also spoke with legislators regarding the bill passed last year, allowing public libraries to work closely with public schools. Mr. Werner is hopeful that a State Librarian will be requested to get the process started.
- The KDL service area has increased to over 439K constituents. As a result, additional libraries in Kent County have expressed interest in joining the KDL system!

The Board asked questions of staff and staff responded.

8. NEW BUSINESS

A. Policy Manual Section 2 - Circulation*

Motion: Ms. Bruursema moved to approve Policy Manual Section 2 – Circulation as presented.

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

B. Issue Analysis: Network Equipment*

Motion: Ms. Weller moved to approve Issue Analysis: Network Equipment as presented.

Support: Supported by Ms. Bruursema

RESULT: Motion carried.

C. Issue Analysis: Universal Power Source*

Motion: Ms. Weller moved to approve Issue Analysis: Universal Power Source as presented.

Support: Supported by Ms. Bruursema

RESULT: Motion carried.

D. Resolution: eRate*

Motion: Ms. Weller moved to approve Resolution: eRate as presented.

Support: Supported by Ms. Bruursema.

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.

9. LIAISON REPRESENTATIVE COMMENTS – None.

10. PUBLIC COMMENTS** – None.

11. BOARD MEMBER COMMENTS

Ms. Bruursema – No comments.

Mr. Erlewein – Mr. Erlewein asked if smaller branches that are not part of the KDL system also take part in eRate. KDL Leadership replied that while eRate is a beneficial process for KDL in the long run, they are uncertain as to how other branches outside of KDL employee these same processes.

Mr. Dykhuis – Mr. Dykhuis is excited to see the upcoming roster of KDL programs for 2022.

Ms. Gilreath-Watts – In celebration of Women’s History Month, Ms. Gilreath-Watts recognized Ms. Henrietta Lacks, a woman of African American descent who died in 1951 and whose cancer cells served as source material for the HeLa cell line, the first and most important immortalized human cell lines in medical research. Though the contribution is largely recognized as non-consensual, Ms. Lacks’ “contribution” to medical research has nevertheless been used to treat diseases such as Polio and COVID. Ms. Gilreath-Watts also congratulated Director of IT Kurt Stevens for his entry into the Ferris State University Hall of Fame.

Ms. Lintemuth – Ms. Lintemuth expressed appreciation for the number of ALS resources KDL provides.

Mr. Myers – Chair Myers had the following updates:

- The Executive Director Goals for 2022 were sent to the KDL Board of Trustees. These will be utilized to evaluate the Executive Director in 2022.
- The Annual ALA Conference will be in June in Washington DC. He asked board members to please let Executive Assistant Elvia Myers know if they are interested in attending.
- Because the KDL Bylaws have not been updated since 2013, the KDL Board of Trustees will need to discuss if they would like to proceed with updating them.
- The KDL Board Retreat will be scheduled sometime in late summer or early fall.
- EDI training will be scheduled for all KDL Board of Trustees to attend.
- There has been requests from other KDL Board of Trustees members to schedule a team building session. Please stay tuned while the logistics of this are considered.

Mr. Noreen – No comments.

Ms. Weller – Ms. Weller is excited to attend the Public Library Association (PLA) Conference in Portland and is looking forward to the valuable information she will receive there.

12. MEETING DATES

Regular Meeting: Thursday, April 21, 2022 – Kent District Library Service + Meeting Center and via teleconference, 4:30 PM.

13. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 5:20 PM.

Support: Supported by Ms. Gilreath Watts.

RESULT: Motion carried.



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