

## Official



# BOARD OF TRUSTEES

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## 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, April 21, 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, Sheri Glon (via teleconference), Randy Goble, Liz Guarino, Lauren Hagerman Tekelly, Kim Lindsay, Brian Mortimore, Elvia Myers, Kurt Stevens, Hennie Vaandrager, Lance Werner and Penni Zurgable

**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: March 17, 2022, Open & Closed Sessions
- C. Lakeland Library Cooperative Report: March 10, 2022

**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 –March 2022\*

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

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- For the month of March, KDL cash and investments position sits at \$29.7M as compared to \$31.5M this time last year. The Monthly Cash Position notes that KDL investment portfolio is down a little more than \$280K from the prior year.
- Revenues to date are at 87.6% or at \$24.6M for overall expected budgeted amounts. Property tax collections are substantially complete with the exception of the KDL final settlement with Kent County in June and the minor delinquencies that will come in over the next few months.
- Expenditures to date are at \$7.5M and KDL has spent just over 24% of the projected expenditure budget. Most line items are tracking nicely with the budget with a few line items being outliers due to the timing (front loaded) of expenditures. March's expenditures contain the second installment of \$385K to OverDrive for the digital collection.
- The four largest checks for the month include the following:
  - BiblioCommons Corp. - \$131,305.51 - Annual Subscriptions
  - Priority Health - \$112,538.51 - March Health Insurance
  - IP Consulting - \$59,997.21 - UPS purchases (eRate) & Curbside texting custom project fees
  - Everstream Holding, LLC - \$53,361.55 - Primary internet fiber connection for the KDL system
  - Ingram Library Services - \$50,617.83 - Collection Materials
- There were more voided checks than usual for the month of March, for a variety of reasons. The first three on the list were due to old checks issued to international vendors where delivery of the original checks was an issue (we rarely have international vendors). The reissued check to a vendor was due to the vendor claiming they lost the check. Two of the voided checks were for an incorrect vendor name entry and the last one was a check that was voided due to being paid electronically instead. For reference, payments are stopped in any of these types of situations when warranted.

**Motion: Mr. Dykhuis moved to receive and file the March 2022 finance reports as presented.**

**Support: Supported by Ms. Erlewein.**

**RESULT: Motion carried.**

### 7. DIRECTOR'S REPORT - March 2022

Executive Director Lance Werner asked Director of Engagement Randy Goble to introduce Programming Manager Hennie Vaandrager and Director of Operations Jennifer DeVault to introduce Comstock Park / Plainfield Twp. Regional Manager I Penni Zurgable and Library of Operations Administrative Assistant Lauren Hagerman Tekelly.

- Director of Engagement Randy Goble introduced and welcomed Programming Manager Hennie Vaandrager. Ms. Vaandrager has been employed with KDL for more than 20 years. She noted that Programming is back to pre-COVID numbers and she is excited for this summer.

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- Director of Library Operations Jennifer DeVault introduced and welcomed Comstock Park / Plainfield Twp. Regional Manager I Penni Zurgable. Ms. Zurgable has been with KDL for more than 20 years as a Branch Librarian and most recently was a Manager-in-Training at the Comstock Park/Plainfield Twp. Branches. Ms. DeVault also introduced and welcomed Library of Operation Administrative Assistant Lauren Hagerman Tekelly.

Executive Director Werner stated that Fund Development will have a quarterly report in the Board Packet and, outside of KDL, municipalities are reaching out to see what opportunities they have to grow and develop with KDL. On Monday, April 25 KDL will be hosting a forum for KDL Staff and Board of Trustees Members called Asking, Listening, Learning, Healing and Helping, a conversation on the death of Patrick Lyoya moderated by Andre Daley, Director of Inclusion for the Grand Rapids Chamber of Commerce.

The Board asked questions of staff and staff responded.

## 8. NEW BUSINESS

- A. 1<sup>st</sup> Quarter Strategic Plan Update  
Director of Projects & Planning Jaci Cooper gave a 1<sup>st</sup> Quarter Strategic Plan Update.
- B. 1<sup>st</sup> Quarter KPI Review  
Director of Projects & Planning Jaci Cooper gave a 1<sup>st</sup> Quarter Key Performance Indicators (KPIs) Review
- C. Diversity of the Collection Audit  
Collection Services Liz Guarino gave a presentation on the Diversity of Collection Audit. The Board asked questions of staff and staff responded.
- D. Policy Manual Section 3: Facilities & Operations\*  
**Motion: Ms. Bruursema moved to approve Policy Manual Section 3: Facilities & Operations as presented.**  
**Support: Supported by Mr. Noreen.**  
**RESULT: Motion carried.**

9. LIAISON REPRESENTATIVE COMMENTS – None.

10. PUBLIC COMMENTS\*\* – None.

## 11. BOARD MEMBER COMMENTS

**Ms. Bruursema** – Ms. Bruursema noted that the Kentwood (Richard L. Root) Branch also overlooks the Gerald R. Ford Airport from the second floor and she congratulated Hennie, Penni and Lauren.

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**Mr. Erlewein** – Mr. Erlewein had a friend pass away recently and in lieu of flowers it was requested that funds be donated to KDL in their honor. He received a gratitude card from Regional Manager I Josh Bernstein and he was very appreciative.

**Mr. Dykhuis** – Mr. Dykhuis utilized the Grandville Branch internet and he noticed that traffic has picked up at the library. He enjoyed watching the interactions of the families. He also appreciates the EDI tagging system, especially for the benefit of all patrons.

**Ms. Gilreath-Watts** – Ms. Gilreath-Watts thanked Collection Services & Development Manager Liz Guraino and her team for their work in the collection in EDI. She is excited about the concert series that KDL has collaborated on with the Van Andel Foundation and Frederik Meijer Gardens. She enjoyed the PLA Conference 2022 and she walked away with a new level of understanding of the library world. She is also excited about Angeline Bouley, the author of *Firekeeper's Daughter*, visiting KDL in May.

**Ms. Lintemuth** – Ms. Lintemuth had no comments.

**Mr. Myers** – Chair Myers attended the East Grand Rapids Board Meeting to present the KDL Community report.

**Mr. Noreen** – Mr. Noreen was excited to hear about the concert series that KDL has collaborated on with the Van Andel Foundation and Frederik Meijer Gardens. He knows that this is a great opportunity for so many patrons in the community. He is excited about the EDI Tag collection.

**Ms. Weller** – Ms. Weller congratulated Executive Director Lance Werner on his 11 years at KDL. She shared with the Board of Trustees her notes from the PLA Conference 2022 and a presentation on *How to Build a Better Board*.

### 12. MEETING DATES

*Regular Meeting: Thursday, May 19, 2022 – Kent District Library Engelhardt Branch and via teleconference, 4:30 PM.*

### 13. ADJOURNMENT

**Motion: Ms. Weller moved for adjournment at 5:50 PM.**

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

**RESULT: Motion carried.**



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