

**DRAFT**



# **BOARD OF TRUSTEES**

## **Meeting Minutes**

### **LOCATION**

Kent District Library Engelhardt Branch, 20 N. Monroe St., Lowell, MI 49321 and via teleconference.

### **DATE + TIME**

Thursday, May 19, 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:** Abby Black, Jaci Cooper, Jennifer DeVault, Randy Goble, Sandy Graham, Missy Lancaster, Kim Lindsay, Brian Mortimore, Elvia Myers, Christine Mwangi, Kurt Stevens and Lance Werner.

**GUESTS PRESENT:** Blake Ratcliffe

### **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: April 21, 2022, Open & Closed Sessions
- C. Lakeland Library Cooperative Report: April 14, 2022
- D. Request for Late Closing: Comstock Park Branch to remain open until 8:00 PM on Friday, August 12, 2022, to accommodate & participate in the Comstock Park Community Celebration.
- E. Request for Late Opening: East Grand Rapids Branch to open at 11:00 AM on Saturday, June 25, 2022, to accommodate the Reeds Lake Run.
- F. Request for Late Opening: East Grand Rapids Branch to open at 11:00 AM on Saturday, September 10, 2022, to accommodate the Rhoades McKee Reeds Lake Run.

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

**Support:** Supported by Ms. Weller.

**RESULT:** Motion carried.

### **4. REGIONAL MANAGER UPDATE – ALTO + ENGELHARDT**

Regional Manager I Sandy Graham gave the following update to the Board of Trustees:

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- This week, both branches had LEAP for the first time since the pandemic began.
- Staff are looking forward to having in-person programs for *Summer Wonder!*
- This spring, many traditional outreach activities have resumed, such as materials drop-offs at daycares, filling and delivering holds to the middle school, partnering with Great Start, visiting senior living facilities and partnering with Curiosity Corner, Lowell Area Schools' preschool program.
- Most recently, several Alto/Englehardt employees have retired from KDL, but new and equally enthusiastic staff have joined to continue giving outstanding service.
- Grattan Township is exploring opportunities for expansion.

### 5. LIAISON REPRESENTATIVE COMMENTS\*\* – None.

### 6. PUBLIC COMMENTS\*\* – None.

### 7. FINANCE REPORTS – April 2022\*

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

- KDL cash position is \$27.1M vs. \$28.5M this same time last year, remaining strong despite continued value declines in the KDL bond portfolio.
- Total revenue stood at \$24.5M as compared to \$24.1M last year. Budgeted revenues are 87.4% collected. Remaining revenue will be collected in the next few months.
- Total expenditure amounts to \$9.98M as compared to \$10.3M last year. KDL is 33% through the budgeted fiscal year, making these numbers right on track.
- A couple budget line items that are outpacing the projected budget are Digital Collections, Board Development and Other Expenditures.
  - The Digital Collection is due to the timing of payments to OverDrive. The second payment to OverDrive was due at the end of March, making up 50% of total budgeted expenditures already paid.
  - Board Development is due to the PLA conference and related costs.
  - Other Expenditures are due to the timing of insurance premium payments, which were paid in January for the whole year.
- Significant checks this month include:
  - OverDrive, \$385,000 – digital collection deposit
  - Priority Health, \$115,445.04 – employee health insurance
  - TerHorst & Rinzema, \$67,560 – conference rooms refresh project
  - IP Consulting, \$59,409.46 – COLO data center monthly charge
  - Interphase Office Interiors, \$59,322.32 – SC renovations furniture
  - Ingram Library Services, \$58,740.53 – collection materials
  - Everstream Holding, \$52,937.68 – systemwide fiber
- In other Finance Department news, the auditors have completed their fieldwork on the annual audit and are currently waiting on KDL's pension plan valuation. A final audit report is currently planned for the June board agenda.

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- Property valuation was received for the December tax levy. Property tax values have increased 6% over the past year, so there will be an additional Headlee Rollback in the tax levy rate.

**Motion:** Ms. Bruursema moved to receive and file the April 2022 finance reports as presented.

**Support:** Supported by Mr. Erlewein.

**RESULT:** Motion carried.

### 8. DIRECTOR'S REPORT – April 2022

- Executive Director Lance Werner shared that the Public School and Libraries Grant Program is close to taking effect. Also, the Krause Memorial Branch is beginning fundraising efforts for expansion. Community reports have been well received and KDL is excited to see the impact of their work in the community. Lastly, a FOIA request was sent to Nelson Township for all financials.
- Director of IT Kurt Stevens presented the Emergency Connectivity Fund (ECF) that is being optimized to benefit KDL patrons and municipalities.
- Fund Development Director Christine Mwangi has been working throughout the community to raise awareness of the library's fund development efforts. Ms. Mwangi requested that the Board of Trustees make phone calls to KDL Monthly Donors to express appreciation for their financial gifts.

The Board asked questions of staff and staff responded.

### 9. NEW BUSINESS

- A. KDL WonderKnook Playspace Progress Presentation  
Wyoming Branch Librarian Abby Black reported on the progress of the systemwide KDL WonderKnook Playspace project. TMC Founder Blake Ratcliffe expanded on the quality of furniture and the personal touches added to each design.

The Board asked questions of staff and staff responded.

- B. Policy Manual Section 4: Patron Behavior\*

**Motion:** Ms. Weller moved to approve Policy Manual Section 4: Patron Behavior as presented.

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

**RESULT:** Motion carried.

- C. Resolution: Annual eRate Internet Access (Category 1)\*

**Motion:** Ms. Bruursema moved to approve Resolution: Annual eRate Internet Access (Category 1).

**Support:** Supported by Mr. Dykhuis.

Ms. Bruursema – Yes

Mr. Dykhuis – Yes

Mr. Erlewein – Yes

Ms. Gilreath-Watts – Yes

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Ms. Lintemuth – Yes

Mr. Myers – Yes

Mr. Noreen – Yes

Ms. Weller – Yes

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

### 10. LIAISON REPRESENTATIVE COMMENTS – None.

**11. PUBLIC COMMENTS\*\*** – The KDL App is now live and has seen more than 3K downloads in the month of May. KDL's Summer Wonder programming also kicks off June 1, so be sure to also download the Beanstack App while you're at it!

### 12. BOARD MEMBER COMMENTS

**Ms. Bruursema** – Ms. Bruursema recognized Branch Librarian Tisha Wells for her services to KDL. The Gaines Township Branch will be having a book sale May 20-21. MLA is working on advisory for challenged materials.

**Mr. Erlewein** – Mr. Erlewein sees the advantages of collaboration with historical societies and appreciates the efforts in preservation.

**Mr. Dykhuis** – Mr. Dykhuis is downloading the KDL App and is appreciative that KDL has chosen to take this direction.

**Ms. Gilreath-Watts** – Ms. Gilreath-Watts has been utilizing the private rooms at the Grandville Branch and staff there have been amazing. She had a great meeting with Director of Engagement Randy Goble and is excited for better opportunities to utilize KDL services. She attended the Kelloggsville School Community Report and was grateful to see the impact KDL is making in the community. Lastly, Ms. Gilreath-Watts appreciates that KDL invited Angeline Boulley, author of *Firekeeper's Daughter*, to speak about her book at the Grandville Branch. Ms. Gilreath-Watts had the opportunity to meet Ms. Boulley and hear more about her work.

**Ms. Lintemuth** – Ms. Lintemuth is excited to have everyone at the Engelhardt Branch for this on-site meeting. On June 4, the City of Lowell will have a Pride Parade. Ms. Lintemuth invites all to attend.

**Mr. Myers** – Chair Myers recently presented the KDL Community Report at Ada Township.

**Mr. Noreen** – Mr. Noreen thanked Board of Trustee Treasurer Andy Erlewein for being able to fill in while he was out of the country.

**Ms. Weller** – Ms. Weller has presented two community reports and has left smiling each time, due to the love each community has for KDL. So far this year, attendance at Board of Trustees meetings has been 100% and Ms. Weller is impressed with and appreciate of all members.

### 13. MEETING DATES

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

### 14. ADJOURNMENT

**Motion:** Ms. Weller moved for adjournment at 5:43 PM.

**Support:** Supported by Mr. Dykhuis.

**RESULT:** Motion carried.

A handwritten signature in black ink, appearing to read "Sam M.", with a long horizontal line extending to the right.

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**ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**