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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, June 16, 2022 at 4:30 PM.

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

BOARD ABSENT: Penny Weller

STAFF PRESENT: Jennifer DeVault, Randy Goble, Missy Lancaster, Kim Lindsay, Brian Mortimore, Elvia Myers, Kurt Stevens, Anh Thu Vuong, and Lance Werner (via teleconference)

GUESTS PRESENT: Bob Campbell

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. Introduction of New KDL Pension Board Member Robert Campbell.

Mr. Campbell informed the Board that he is a senior consulting actuary and listed his relevant accomplishments. He is delighted to be on the KDL Pension Board.

4. CONSENT AGENDA*

A. Approval of Agenda

B. Approval of Minutes: May 19, 2022

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

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

5. LIAISON REPRESENTATIVE COMMENTS – None.

6. PUBLIC COMMENTS** – None.

7. FINANCE REPORTS –May 2022*

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

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- For the month of May, cash is at \$25.3M versus \$26.3M for the same period last year. The Atlanta Capital account had positive market value with an overall market increase and earnings of over \$67K.
- Year-to-date revenues are \$24.8M or nearly 89% of the total budgeted amount. The first state aid payment of just over \$214K arrived in May. The final real estate property tax payment arrived from Kent County, which will complete the property tax collection process except for some lagging personal property tax collections on delinquent business personal property.
- Year-to-date expenditures are at \$12.2M or 39.4% of expenditure budget. Finance is working with Leadership Team and Managers to make revisions to the 2022 budget, to be brought to the Board of Trustees in August. The majority of changes are realigning/reallocating some expenditures to properly reflect what is anticipated over the last six months of the fiscal year. Details will be provided for any anticipated changes to the amendment.
- At this meeting, an Issue Analysis: Service + Meeting Center Parking Lot RFP will be presented. The bid was received for the amount that was budgeted of \$203K. Facilities Manager Missy Lancaster has built in a contingency amount in case some areas require additional materials.
- Significant checks for the month include:
 - Hitachi Capital/Bibliotecha - \$175,815.52 for self-checkout leasing
 - Priority Health - \$114,748.47 for staff health insurance
 - IP Consulting - \$92,300.59 for Data Center CoLo, UPS + external battery packs and warranty, and eRate purchase
 - Ingram Library Services - \$58,343.05 for collection materials
 - Ingram Library Services - \$54,222.81 for additional collection materials
 - Everstream Holding LLC - \$52,937.69 for eRate ethernet services

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

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

8. DIRECTOR'S REPORT – May 2022

Executive Director Lance Werner will be out of the office until July 6. The Administrator-in-Charge for the week of June 20 will be Director of Fund Development Christine Mwangi and for the week of June 27 will be Director of Human Resources + Organizational Development Brian Mortimore.

The Board asked questions of staff and staff responded.

9. NEW BUSINESS

A. Issue Analysis: Service + Meeting Center Parking Lot RFP*

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Presented by Facilities Manager Missy Lancaster and Facilities Intern Anh-Thu Vuong.

Motion: Mr. Noreen moved to approve Issue Analysis: Service + Meeting Center Parking Lot RFP as presented.

Support: Supported by Ms. Bruursema.

RESULT: Motion carried.

B. KDL Literacy Champion Award

Director of Engagement Randy Goble offered the opportunity for Board of Trustees members to judge for the KDL Literacy Champion Award.

10. LIAISON REPRESENTATIVE COMMENTS – None.

11. PUBLIC COMMENTS** – None.

12. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema will be greeting Gaines/Kentwood Regional Manager I Kiosha Jeltema on her first day at the branch. On Tuesday, Ms. Bruursema was honored by the Gaines Township Chamber of Commerce with a Lifetime Achievement Award. She is looking forward to attending the ALA Conference in 2022.

Mr. Erlewein – Mr. Erlewein called donors to give his appreciation for the financial support to the organization and was appreciative of the feedback they provided regarding KDL's impact in the community. He also appreciates the transparency of the PMO project reports in the Board of Trustees meeting packet.

Mr. Dykhuis – Mr. Dykhuis recently spent time at the Byron Township and Grandville branches, the latter of which has a farmer's market every Tuesday morning from June to October, and which has significantly increased foot traffic in the branch.

Ms. Gilreath-Watts – Ms. Gilreath-Watts expresses her appreciation to Director of Fund Development Christine Mwangi and her representation of KDL at the GVSU Black Boys & Men Symposium. Monday is Juneteeth and she is grateful to have a seat at the table due to her ancestors' impact on the nation.

Ms. Lintemuth – Ms. Lintemuth is looking forward to attending her first conference with KDL at the American Library Association in June. While there, she hopes to gain valuable insight and information that will help her as a Board Trustee.

Mr. Myers – Chair Myers sends his congratulations to Caledonia/Cascade Regional Manager I Vanessa Walstra on her anniversary at KDL, along with Human Resources Administrative

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Assistant Jennifer Zeilbeck. He will also be attending the ALA Conference and is looking forward to it.

Mr. Noreen – Mr. Noreen wished Executive Director Lance Werner a happy 50th birthday!

13. MEETING DATES

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

14. ADJOURNMENT

Motion: Mr. Erlewein moved for adjournment at 5:19 PM.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

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

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