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# **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, July 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 (teleconference), Randy Goble, Kiosha Jeltema, Kim Lindsay, Elvia Myers, Lance Werner (teleconference) and Emily Whalen (teleconference)

**GUESTS PRESENT:** Bill Brinkman, Bethany Verble and Jim Ferro

#### **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: June 16, 2022
- C. Lakeland Library Cooperative Report: June 9, 2022
- D. Request for Early Closure: Walker Branch to close at 2:00 PM on Friday, August 26, 2022, to accommodate the carpet to be cleaned throughout the building.

**Motion: Ms. Weller moved to approve the consent agenda as presented.**

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

**RESULT: Motion carried.**

**4. LIAISON REPRESENTATIVE COMMENTS** – Plainfield Township Treasurer Bill Brinkman shared that the Township recently reviewed approval for improvements at Grand River Park. Plainfield Township is having a great financial year and is steadily conquering PFAS.

**5. PUBLIC COMMENTS\*\*** – None.

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6. **2021 AUDIT REPORT** – Interim Director of Finance Kim Lindsay thanked Maner Costerisan Manager Bethany Verble and the Maner Costerisan Team, Finance Manager Emily Whalen, General Accountants Annette Miller and Janelle Mitchell, Governmental Fund Accounting Specialist Reilly Brady, Director of Human Resources + Organizational Development Brian Mortimore and Human Resources Generalist Diane Damuth for their tremendous work with this year’s audit.

Maner Costerisan Manager Bethany Verble presented analysis of the annual audit results.

The Board asked questions of staff and staff responded.

7. **FINANCE REPORTS – June 2022\***

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

- Cash is just over \$23.4M, as compared to \$24.3M this same time last year.
- Total revenues through June were almost \$25.3M or 90% of the anticipated revenue budget.
- Total expenditures through June were nearly \$14.7M or 47.5% of the total amount budgeted for the year.
- The August Board of Trustees Meeting will provide more information on budget amendment details.
- The three largest checks written for the month of June were to OverDrive in the amount of \$185K for deposit for Digital Materials, to Midwest Tape in the amount of \$170K for Collection Materials and to Priority Health in the amount of \$116K for Employee Benefits.

The Board asked questions and the staff responded.

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

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

**RESULT: Motion carried.**

8. **DIRECTOR’S REPORT – June 2022**

Executive Director Lance Werner joined virtually from an MLA (Michigan Library Association) event in Marquette, at which he was presenting on Intellectual Freedom in Libraries. He asked Director of Library Operations Jennifer DeVault to introduce the new Gaines + Kentwood Regional Manager I, Kiosha Jeltema.

Ms. Jeltema has 13 years of experience working for nonprofit agencies, including direct service, supervisory and leadership roles. Most recently she served as a Business Solutions Manager for the local workforce development agency, West Michigan Works! She earned her bachelor’s degree from the University of California, Los Angeles, and her Master of Social Work from the University of Southern California. A California native, she most enjoys the four distinct seasons Michigan offers. Outside of work, she enjoys spending time outdoors with her husband and one-

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year-old daughter. Ms. Jeltema thanked KDL for the warm welcome and remarked that she has never been so welcome when starting a new job and appreciated the onboarding process and felt it was really impactful.

The Board asked questions of staff and staff responded.

### 9. NEW BUSINESS

#### A. 2021-2023 Strategic Plan Strategic Plan Second Quarter Review

Director of Projects and Planning Jaci Cooper presented the 2021-2023 Strategic Plan Second Quarter Review.

#### B. KPI Review

Director of Projects and Planning Jaci Cooper presented the KPI Review.

#### C. Fund Development Second Quarter Review

Executive Director Lance Werner presented the Fund Development Second Quarter Review.

**10. LIAISON REPRESENTATIVE COMMENTS** – Plainfield Township Treasurer Bill Brinkman has been representing Plainfield Charter Township for 8 years and has been working with the KDL Board of Trustees throughout this time and appreciates the collaboration.

**11. PUBLIC COMMENTS\*\*** – None.

### 12. BOARD MEMBER COMMENTS

**Ms. Bruursema** – Ms. Bruursema appreciated the opportunity to attend the ALA (American Library Association) 2022 Conference. On August 11, 2022, she will be joining MLA in hosting a workshop via Zoom.

**Mr. Erlewein** – Mr. Erlewein shared that he is encouraged to see more patrons attending KDL programming.

**Mr. Dykhuis** – Mr. Dykhuis is delighted to see that the KDL Service and Meeting Center Parking lot has been repaved and enjoys seeing the bright yellow letters on the pavement.

**Ms. Gilreath-Watts** – Ms. Gilreath-Watts met with Gaines + Kentwood Regional Manager I Kiosha Jeltema on behalf of the KDL Board. She is impressed with KDL's programs and the language used to promote them. In particular, the KDL Lab Experiences always impress her. As Ms. Gilreath-Watts is working on her doctorate, she recently saved \$75.00 by using library resources for her work instead of purchasing new ones. Lastly, she wanted to recognize the Wyoming Branch for the terrific work they do each and every day and bought them pizza.

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**Ms. Lintemuth** – Ms. Lintemuth tested positive for COVID at the ALA 2022 Conference and was ultimately unable to attend.

**Mr. Myers** – Chair Myers shared that at the 2022 ALA Conference, he was impressed with KDL's presentation on the Library's Patron Response Framework. He also brought back several books that are not currently part of the KDL collection, but he hopes that they can be. Mr. Myers was also impressed with the Library of Congress. Lastly, Mr. Myers attended the retirement celebration for Cheryl Cammenga and appreciated the large turnout. MLA's 2022 Fall Conference will be on October 19-21, 2022, in Port Huron.

**Mr. Noreen** – No comments.

**Ms. Weller** – On September 14, KDL's Annual Literary Libations Gala will take place at 6:00 PM at Frederik Meijer Gardens + Sculpture Park. Also, the KDL Volunteer Luncheon will be on November 4 at noon at the KDL Service + Meeting Center. Please attend to help support KDL.

### 13. MEETING DATES

*Regular Meeting: Thursday, August 18, 2022 – Kent District Library Service + Meeting Center and via teleconference, 4:30 PM.*

### 14. ADJOURNMENT

**Motion:** Ms. Weller moved for adjournment at 5:51 PM

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

**RESULT:** Motion carried.



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