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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, August 18, 2022 at 4:30 PM.

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

BOARD ABSENT: None

STAFF PRESENT: Jaci Cooper, Jennifer DeVault, Randy Goble, Kim Lindsay, Elvia Myers, Brian Mortimore, Christine Mwangi, Kurt Stevens, Lance Werner and Emily Whalen (teleconference)

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: July 21, 2022
- C. Lakeland Library Cooperative Report: July 14, 2022
- D. Request for closure of the Caledonia Township Branch on Saturday, September 24, 2022, to accommodate the Caledonia Township Festival.
- E. Request for closure of the Kentwood Branch on Saturday, September 17, 2022, to accommodate the Food Truck Event.

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

Support: Supported by Mr. Noreen.

RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – None.

5. PUBLIC COMMENTS – None.**

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6. FINANCE REPORTS – July 2022*

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

- Cash balance is at \$21.5M as opposed to \$22.7M the previous year.
- Expenditures are at \$17.5M or 55.4% of the annual budget.
- The three largest checks written for July were made to OverDrive in the amount of \$215K as a deposit for collections materials, to Reith-Riley Construction in the amount of approximately \$204K for the KDL Service + Meeting Center Parking Lot, and to Priority Health in the amount of approximately \$117K for Staff Health Care.

The Board asked questions and staff responded.

Motion: Ms. Weller moved to receive and file the July 2022 finance reports as presented.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

7. DIRECTOR’S REPORT – July 2022

Executive Director Lance Werner congratulated everyone on another successful year for Summer Wonder and announced that the KDL Leadership Team is looking for some exciting ways to celebrate if completion numbers surpass last year's. Mr. Werner also shared that on August 16, 2022, an anonymous letter was shared with KDL Leadership Team. The letter requested that an investigation be conducted into Kent District Library systems. Therefore, on August 17, 2022, the Kent District Library Board of Trustees initiated an independent investigation, which is being conducted by a third-party organization. Upon completion, the results of the investigation will be shared with the Board for further consideration. Lastly, there has been continued progression with Grattan Township and Middleville for potential KDL locations.

The Board asked questions of staff and staff responded.

8. A. PUBLIC HEARING - TRUTH IN TAXATION

Motion: Mr. Noreen moved to recess the Kent District Library Board meeting at 4:45 PM to commence the Public Hearing on the TRUTH IN TAXATION.

Support: Supported by Mr. Erlewein.

Ms. Bruursema - Yes

Mr. Dykhuis - Yes

Mr. Erlewein - Yes

Ms. Gilreath-Watts - Yes

Ms. Lintemuth - Yes

Mr. Myers - Yes

Ms. Noreen - Yes

Ms. Weller - Yes

RESULT: 8-0

Motion: Ms. Weller moved to close the public hearing and reconvene to the regular Board Meeting at 4:53 PM.

Support: Supported by Ms. Lintemuth.

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B. RESOLUTION: 2022 Millage Tax Rate Request

Motion: Mr. Noreen moved to approve the Resolution: 2022 Millage Tax Rate Request 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

Ms. Noreen - Yes

Ms. Weller - Yes

RESULT: 8-0

9. NEW BUSINESS

A. 2022 Planned System Closing Schedule Revised

Director of Human Resources and Organizational Development Brian Mortimore presented the 2022 Planned System Closing Schedule that was revised for All KDL locations to be closed on Monday, December 26, 2022 as an Observed Holiday.

Motion: Mr. Erlewein moved to approve the 2022 Planned System Closing Schedule Revised as presented.

Support: Supported by Ms. Weller.

B. KDL Pension Board Actuary Report

Director of Human Resources and Organizational Development Brian Mortimore shared that the KDL Pension Board met to discuss the annual audit and the annual actuary review. In the annual actuary review the Actuaries will conduct a review of the total funds that are in the account to determine funding will be available for future liabilities. The Pension Plan is operating well and will continue to be monitored.

C. Resolution: Budget Amendment*

Interim Director of Finance Kim Lindsay explained that total revenues are being adjusted for a total downward of nearly \$200K – a combination of a decrease in investment earnings (-\$340K) offset by adjustments to the budgeted health care plan rebate (+\$137K) and state aid (+\$70K). Total expenditures are being adjusted upward by \$367.6K; almost all of the increase was related to collections (net \$306K increase). The organization went through an extensive culling of the physical collection and this increase replaces those items and restores the cut they took in the budget from 2021 to 2022. The remainder of the line items that are part of the amendment are a combination of increases and decreases to more accurately reflect the anticipated needs of the organization through the end of the year.

Motion: Ms. Weller moved to approve the proposed Budget Amendment as presented.

Support: Supported by Mr. Erlewein.

Ms. Bruursema - Yes

Mr. Dykhuis - Yes

Mr. Erlewein - Yes

Ms. Gilreath-Watts - Yes

Ms. Lintemuth - Yes

Mr. Myers - Yes

Ms. Noreen - Yes

Ms. Weller - Yes

RESULT: 8-0

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D. Policy Manual: Section 5 | Budget + Finance*

Motion: Mr. Noreen moved to approve Policy Manual: Section 5 | Budget + Finance as presented.

Support: Supported by Ms. Weller.

10. LIAISON REPRESENTATIVE COMMENTS – None.

11. PUBLIC COMMENTS** – None.

12. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema was proud to announce that 7 out of the 8 millages that she worked with passed. She referenced an article in the Smithsonian regarding the importance of Public Libraries in the community. KDL is an organization that demonstrates the importance of a public library in the community.

Mr. Erlewein – Mr. Erlewein requested AON to be a corporate sponsor for Literary Libations and encourages others to request corporate sponsorship to the Literary Libations.

Mr. Dykhuis – Mr. Dykhuis is saddened to hear that Mr. Noreen is not continuing his term after 2022.

Ms. Gilreath-Watts – Ms. Gilreath-Watts is looking forward to the Literary Libations Gala and was extremely impressed with the KDL Community Report presentation for the City of Wyoming from Director of Fund Development Christine Mwangi and Regional Manager I Angie Gleisner. They demonstrated that KDL is more than just books, that people come first. She is looking forward to attending the KDL Board of Trustees Meeting in September at the Wyoming Branch. Also, she has been appointed to the City of Wyoming City Planning Commissioners.

Ms. Lintemuth – Ms. Lintemuth is grateful for the 45 communities that supported the public libraries and she appreciates all the staff that come to work every day and give their best.

Mr. Myers – Chair Myers is seeking reappointment for his seat on the KDL Board of Trustees and is reaching out to municipalities within his region. Mr. Myers visited his regional branches. He is looking forward to the Pension Conference on Mackinac Island.

Mr. Noreen – Mr. Noreen will not be seeking reappointment in 2023 for the KDL Board of Trustees.

Ms. Weller – Ms. Weller is finishing up on Literary Libations. There are 37 tickets available.

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13. MEETING DATES

Regular Meeting: Thursday, September 22, 2022 – Kent District Library Wyoming Branch and via teleconference, 4:30 PM.

14. ADJOURNMENT

Motion: Mr. Noreen moved for adjournment at 5:27 PM.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

A handwritten signature in dark ink, reading "Shere Gilreath-Watts". The signature is written in a cursive style with a distinct dot over the 'i' in "Shere".

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