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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, October 27, 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, Kim Lindsay, Keiaine Mish, Brian Mortimore, Elvia Myers, Kurt Stevens, Lance Werner (teleconference) and Emily Whalen.

GUESTS PRESENT: Tracy Chrenka, Shanna Handelsman (teleconference) and Valerie Morris (teleconference)

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: September 22, 2022
- C. Lakeland Library Cooperative Report: September 8, 2022
- D. Request: Amy Van Andel Library to remain open on Friday, December 2, 2022, to accommodate Tinsel, Treats and Trolleys.

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

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

4. LIAISON REPRESENTATIVE COMMENTS – None.

5. PUBLIC COMMENTS** – Director of Engagement Randy Goble stated that the capital campaign for the Krause Memorial Library Expansion is silently starting.

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6. FINANCE REPORTS – September 2022*

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

- The cash and investment position stands at \$17.3M at the end of September as compared to \$19.3M last year.
- KDL revenues were \$26.7M or 96% of the amount budgeted through September. KDL has received the first installment of eRate and Renaissance Zone.
- KDL expenditures were at \$21.9M or 70% of the amount budgeted through September.
- The three largest checks written in September were made to OverDrive, Inc for \$235,180.50 for the digital collection deposit; to Midwest Tape for \$164,329.88 for collection materials; and to Priority Health for \$117,222.02 for employee benefits.

The Board asked questions and the staff responded.

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

Support: Supported by Mr. Erlewein.

RESULT: Motion carried.

7. DIRECTOR'S REPORT – September 2022

Executive Director Lance Werner is excited to report that KDL electronic circulation continues to surpass expectations and is still growing dramatically over last year's numbers. Last year was our high-water mark for electronic circulation, so beating our numbers is extremely impressive.

The Board asked questions of staff and staff responded.

8. NEW BUSINESS

A. Executive Director's Evaluation Process

B. 2023 KDL Board of Trustees Schedule Amendment*

Motion: Ms. Bruursema moved to approve the 2023 KDL Board of Trustees Schedule Amendment as presented.

Support: Supported by Ms. Weller.

C. 2021 – 2023 Strategic Plan Third Quarter Review

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

D. 2023 Strategic Initiatives

Director of Projects and Planning Jaci Cooper presented the 2023 Strategic Initiatives.

The Board asked questions of staff and staff responded.

9. LIAISON REPRESENTATIVE COMMENTS – None.

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10. PUBLIC COMMENTS** –

- Ms. Morris inquired regarding the Executive Director Investigation and Chair Myers informed her that the Investigation is ongoing, and a report will be provided to the Board of Trustees upon completion. Ms. Morris also had a question regarding the 2023 Budget, and it was suggested that she email the Board of Trustees.
- Ms. Chenkra has applied for the vacant position of the Region 1 Board of Trustee vacancy starting in 2023, and she shared her background and interest.

11. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema shared meeting minutes from the 1944 Gaines Branch. She is excited to see the Caledonia Branch WonderKnook area. Ms. Bruursema attended the KDL Community Report for the City of Kentwood. She congratulated Director of Human Resources and Organizational Development Brian Mortimore on his anniversary at KDL.

Mr. Erlewein – Mr. Erlewein asked regarding information for the KPI report and Director of Projects & Planning Jaci Cooper stated that this information will not be an agenda item but high-level information for the Board to review. He stated that he is impressed with the Strategic Initiatives.

Mr. Dykhuis – Mr. Dykhuis visited the branches, and he is intrigued by the demographics throughout the day.

Ms. Gilreath-Watts – Ms. Gilreath-Watts was impressed with the KDL All Staff. She sent congratulations to the Human Resources Team on a fantastic job. She wanted to make everyone aware that October is Breast Cancer Awareness Month and reminded everyone to do self-examination. Ms. Gilreath-Watts attended the KDL Community Report in Cascade Township. She thanked KDL for allowing her to utilize the facilities for a family celebration.

Ms. Lintemuth – Ms. Lintemuth attended the KDL Community Report for Lowell Township, and the report was well received.

Mr. Myers – Chair Myers shared that the Alliance of Friends Volunteer Luncheon will be on November 4 and the KDL Pension Board will meet on Wednesday, November 16.

Mr. Noreen – Mr. Noreen will be in Germany for the November Board of Trustees meeting.

Ms. Weller – Ms. Weller did not have a comment.

12. MEETING DATES

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*Regular Meeting: Thursday, November 17, 2022, – Kent District Library Service + Meeting Center
and via teleconference, 7:00 PM.*

13. ADJOURNMENT

Motion: Ms. Lintemuth moved for adjournment at 5:52 PM.

Support: Supported by Ms. Weller.

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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