LOCATION
Kent District Library Service + Meeting Center, 814 West River Center Drive NE, Comstock Park, MI 49321 and via teleconference.

DATE + TIME
Thursday, February 16, 2023, at 4:30 PM.

BOARD PRESENT: Shirley Bruursema (teleconference), Tracy Chrenka, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Nicole Lintemuth (joined the meeting at 4:42 PM), Carla Moyer Hotz (joined the meeting at 4:53 PM) and Penny Weller.

BOARD ABSENT: None.

STAFF PRESENT: Jaci Cooper, Jennifer DeVault (teleconference), Sheri Glon, Randy Goble, Joyanne Huston-Swanson (teleconference), Kim Lindsay, Brian Mortimore, Elvia Myers and Lance Werner.

GUESTS PRESENT: Omar Cuevas (teleconference), Kelaine Mish (teleconference), Valerie Morris (teleconference) and Shaunna Handelsman.

1. CALL TO ORDER
Chair Erlewein called the meeting to order at 4:32 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*
   A. Approval of Agenda
   B. Approval of Minutes: January 19, 2023
   C. Lakeland Library Cooperative Report: January 12, 2023
   
   **Motion:** Ms. Weller moved to approve the consent agenda as presented.
   **Support:** Supported by Ms. Gilreath-Watts.
   **RESULT:** Motion carried.

4. FINANCE REPORTS – January 2023*
The Interim Director of Finance Kim Lindsay gave a brief overview of year-to-date financials:
   - Property tax revenues will continue through February. Through the month of January, KDL has received $13.8M of the anticipated $26.5M in property taxes.
   - Expenditures for the month of January were $3.7M.
**DRAFT**

**Motion:** Ms. Weller moved to receive and file the January 2023 finance reports as presented.
**Support:** Supported by Ms. Gilreath-Watts.
**RESULT:** Motion carried.

5. **DIRECTOR’S REPORT – January 2022**
Executive Director Werner highlighted the extraordinary work of Volunteer Coordinator Deb Schultz, including the new Library Ambassador Program, Seed Library and more.

6. **OLD BUSINESS**
A. Executive Director’s Evaluation*
   **Motion:** Mr. Dykhuis moved to receive and file the Executive Director’s Evaluation.
   **Support:** Supported by Ms. Gilreath Watts.
   **RESULT:** Motion carried.

B. Executive Director’s Employment Agreement*
   **Motion:** Mr. Dykhuis moved to receive and file the Executive Director’s Employment Agreement.
   **Support:** Supported by Ms. Gilreath-Watts.
   **RESULT:** Motion carried.

7. **NEW BUSINESS**
A. Issue Analysis: Grand Rapids Chamber Center for Economic Inclusion*
   Director of Engagement Randy Goble and Grand Rapids Chamber of Commerce Representative Omar Cuevas shared on the importance of a collaborative approach in community business between Grand Rapids Chamber Center for Economic Inclusion and KDL, seeking growth through shared resources.
   The Board asked questions of staff and staff responded.
   **Motion:** Mr. Dykhuis moved to approve the Issue Analysis: Grand Rapids Chamber Center for Economic Inclusion.
   **Support:** Supported by Ms. Lintemuth.
   **RESULT:** Motion carried.

B. Policy Manual Review: Section 1 Collection + Reference *
   **Motion:** Ms. Weller moved to approve Policy Manual Review: 1 Collection + Reference.
   **Support:** Supported by Ms. Moyer Hotz.
   **RESULT:** Motion carried.

C. Policy Manual Review: Section 2.1.3 - Non-Resident Cards *
   **Motion:** Ms. Lintemuth moved to approve Policy Manual Review: 2.1.3 – Non-Resident Cards.
   **Support:** Supported by Ms. Weller.
   **RESULT:** Motion carried.
8. **LIAISON REPRESENTATIVE COMMENTS** – None.

9. **PUBLIC COMMENTS**
   - Ms. Morris requested an update on the Investigation initiated in August 2022. Chair Erlewein shared that he has been in contact with the third-party attorney and there is one more interview to conduct prior to completing his report. Mr. Erlewein anticipates that he will receive the report prior to the March Board of Trustees meeting.
   - Ms. Mish stated that she is still concerned with the fact that Public Comment has been moved to the end of the KDL Board of Trustees meeting agenda and suggests that it be reinstated to the beginning of the meeting. She feels that if the board had previously done so, she would have been able to give her opinion regarding the Issue Analysis of the Grand Rapids Chamber of Commerce.
   - Ms. Huston-Swanson announced that KDL staff have a new local union representative, Gary Timmer. She is looking forward to working with him in serving KDL.
   - Ms. DeVault has had the privilege of working at the branches and has found it an enlightening experience. She spoke with a patron who was very thankful for the free printing and the kindness of the staff. Also, Caledonia was grateful for the early closure to know that they are being taken care of.

10. **BOARD MEMBER COMMENTS**

    **Ms. Bruursema** – Ms. Bruursema sends her Congratulations to Sandy Graham for her tremendous work at Alto/Lowell and for 39 years with KDL! Next Monday, February 20 at 6 PM, MLA is having a Trustees Seminar. Anyone interested in attending will need to register. She reminded everyone that Tuesday, April 25 is a day of advocacy: National Library Workers Day. She urges all board members to please register to attend in Lansing, MI.

    **Ms. Chrenka** – Ms. Chrenka spent time at her regional branches and met with management and staff. She has been able to explore the branches and become acquainted with up-and-coming programs.

    **Mr. Dykhuis** – Mr. Dykhuis is thankful for upgraded technology for board meetings. On a personal note, he has been able to see how mailers/flyers can make an impact on patrons.

    **Mr. Erlewein** – Chair Erlewein would like to plan a Board Retreat this July/August 2023. Mr. Dykhuis and Ms. Gilreath-Watts have volunteered to assist with the planning.

    **Ms. Gilreath-Watts** – Ms. Gilreath-Watts appreciated the technology upgrade. It is Black History Month, and she is proud to be sitting at the table as a woman of color. She also mentioned that February 17 is Random Act of Kindness Day and urged her fellow board members and staff members to do one thing in honor of the day.

    **Mr. Lintemuth** – Ms. Lintemuth had no comments.
Mr. Moyer Hotz – Ms. Moyer Hotz spent half a day with the Leadership team and was impressed with their roles in the organization. She visited her regional branches to establish relationships with the staff. She also received an Amy Van Andel library card in honor of the branch’s second anniversary. She is appreciative of the KDL Way.

Ms. Weller – Ms. Weller wished Ms. Gilreath-Watts a happy birthday.

11. MEETING DATES
Regular Meeting: Thursday, March 16, 2023 – Kent District Library Amy Van Andel Library and via teleconference, 4:30 PM.

12. ADJOURNMENT
Motion: Ms. Weller moved for adjournment at 5:52 P.M.
Support: Supported by Ms. Lintemuth.
RESULT: Motion carried.

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