# BOARD OF TRUSTEES
## Meeting Minutes

**LOCATION**
Amy Van Andel Library, 7215 Headley Street SE, Ada, MI 49301 & via teleconference.

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

**BOARD PRESENT:** Shirley Bruursema, Tracy Chrenka, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Nicole Lintemuth, Carla Moyer Hotz and Penny Weller.

**BOARD ABSENT:** None.

**STAFF PRESENT:** Josh Bernstein, Jaci Cooper, Jennifer DeVault, Randy Goble, Missy Lancaster, Kim Lindsay, Elvia Myers, Kurt Stevens, Brian Mortimore, Scott Ninemeier, Lance Werner and Penni Zurgable (teleconference).

**GUESTS PRESENT:** Karl Butterer, Jim Ferro, Linda Grit, Shanna Handlesman and DeAndre Jones.

## 1. CALL TO ORDER
Chair Erlewein called the meeting to order at 4:30 PM.

## 2. PLEDGE OF ALLEGIANCE

## 3. CONSENT AGENDA*

A. Approval of Agenda
B. Approval of Minutes: February 16, 2023
C. Lakeland Library Cooperative Report: February 9, 2023
D. Request: Grandville Branch to close late on Friday, April 28, 2023, to accommodate the Art and Chocolate Walk.
E. Request: Krause Memorial Branch to open early on Saturday, June 3, 2023, to accommodate the Reading Rocks in Rockford Festival.
F. Request: Krause Memorial Branch to open late on Saturday, June 10, 2023, to participate in the Annual Rockford State of Summer Parade.
G. Request: East Grand Rapids Branch to open late on Saturday, June 24, 2023, to participate in the City of East Grand Rapids Reeds Lake Run.

**Motion:** Ms. Weller moved to approve the consent agenda as presented.
**Support:** Supported by Ms. Lintemuth.
**RESULT:** Motion carried.

## 4. REGIONAL MANAGER UPDATE – Scott Ninemeier; Amy Van Andel Library + East Grand Rapids
Operations:

- Both the East Grand Rapids Branch and the Amy Van Andel Library performed very well in 2022. Merchandising efforts helped keep circulation numbers strong. Although physical circulation in both branches is slightly lower, digital circulation increased.
- The most significant increases are in active cardholders and visitors. During the 4th quarter of 2022, East Grand Rapids Branch visitor counts were 15.4% higher than 2021 and Amy Van Andel Library visitor counts were 29.8% higher.
- As of February 28, active cardholders (cards used in the last 12 months) in the East Grand Rapids Branch are 6,297 and in the Amy Van Andel Library are 3,141. Both of these numbers are the highest they’ve been since this number was first monitored in May of 2022.

Staff:

- Regional Manager II Shaunna Martz is a candidate for the Michigan Library Association Board of Directors. Voting takes place from April 3 to April 24. Shaunna has been with KDL for 17 years and has been the Regional Manager II at the East Grand Rapids Branch and the Amy Van Andel Library since 2021.
- Branch Librarian Mimi Martin recently retired from the East Grand Rapids Branch in January after working with KDL for 10 years. She remains an active Friend of the Library and has made a significant contribution to KDL’s success.

East Grand Rapids Library:

- The East Grand Rapids Branch remains an active part of the community, but the most significant facility needs are additional study rooms and work surfaces. The management team is currently looking into different options to present to the Friends of the Library for funding approval this summer, with efforts anticipated to be made this year.
- STEM continues to be very popular. Branch Librarian Holly Goulet recently accepted a position with East Grand Rapids Public Schools to manage their First Lego League. The East Grand Rapids Branch started as a partner with the school system and this sort of growth speaks highly of her efforts with the program. Meanwhile, Holly’s employment at KDL has not changed.
- The branch is considering how to bring gaming into the children’s area, making it a fun, inviting space for children to practice electronic games. The Branch hopes to begin by introducing 4-6 gaming stations into the space, which is roughly equivalent to what is currently used by the East Grand Rapids Middle School eSports teams.

Amy Van Andel Library

- The Amy Van Andel Library has been increasingly involved with the Ada Business Association. Last year’s Story Stroll was a collaborative effort and both partners are looking forward to doing it that way again this year.
• On March 11, the Library had a table at the Ada Community Business Expo. Employees and Friends of the Library issued new KDL cards and promoted the Spring Calendar.
• The Friends of the Amy Van Andel Library have been a great asset to the branch. Though the Library is only 2 years old, the Friends have already been able to support many branch “wants.” For instance, they installed a rotating art gallery on the first level, provided a wireless speaker and pop-up tent for the Farmer’s Market, and have further supplemented the new WonderKnook playspace and Programming Room.
• Like East Grand Rapids, the Amy Van Andel Library patrons are very active in work spaces and study rooms. With two reservable rooms, four open study rooms and tutor center, it is very common for all to be in use at once. The Podcast Studio also remains a very popular amenity.

5. FINANCE REPORTS – February 2023*
Interim Director of Finance Kim Lindsay gave a brief overview of the year-to-date financials:
• As property tax collections continue to come in, KDL’s cash position at the end of February is just shy of $28.1M.
• The monthly cash position graphic shows that some Huntington Bank cash holdings have moved to the Liquity Portal investment product. This is a fully insured and government-approved investment fund, from which KDL will be able to gain an investment return over the next several months while excess cash is available. Rates of return are over 4% at the present time.
• KDL has collected $21.3M or 72.3% of all KDL budgeted revenue through the month of February. Almost all revenue collected up to this point has been from property taxes (approximately $21.16M). Property taxes will continue to come in throughout March, with the last large collection taking place in late May or early June.
• Expenditures to date are $5.65M or 17.5% of KDL’s overall expenditure budget. A few line items will show expenditures beyond the past two months, but this is mainly due to the timing of payments. Many line items are front-loaded, as far as the timing of expenditure.
• Checks larger than $50K for the month of February include:
  o Priority Health - $151,297.21 for monthly employee insurance premium
  o IP Consulting - $124,186.45 for the staff workstation refresh project
  o BiblioCommons Corp. - $121,030.60 for ILS and other application renewals
  o IP Consulting - $59,282.41 for Colocation Fee
  o Everstream Holding - $55,485.74 for System-wide fiber

Motion: Ms. Bruursema moved to receive and file the February 2023 finance reports as presented.
Support: Supported by Ms. Weller.
RESULT: Motion carried.

6. DIRECTOR’S REPORT – February 2023
Executive Director Lance Werner shared that he met with Ferris State University President Dr. Bill Pink and is excited about potential opportunities for eSports at KDL. Mr. Werner also recognized the Finance Team for the streamlined processes they have incorporated throughout the organization. He is also thrilled to announce that he has been recognized for
the Ernest A. DiMattia Jr. Award for Innovation and Service to Community and Profession: 
Ernest A. DiMattia, Jr. Award for Innovation and Service to Community and Profession | 
Awards & Grants [ala.org]

7. NEW BUSINESS.
   A. Policy Manual - Section 2: Circulation
      Director of Library Services Jennifer DeVault discussed minor changes to the Policy Manual Section 2: Circulation.
      Motion: Ms. Lintemuth moved to approve the Policy Manual – Section 2: Circulation as presented.
      Support: Supported by Mr. Dykhuis.

   B. Policy Manual – Section 3.9
      Facilities Manager Missy Lancaster discussed changes to the Policy Manual - Section 3.9.
      The Board asked questions and staff members answered.
      Motion: Ms. Gilreath-Watts moved to approve the Policy Manual – Section 3.9 as presented.
      Support: Supported by Ms. Moyer Hotz.

   C. Issue Analysis: RFP for Display Book Supports*
      Director of Projects and Planning Jaci Cooper and Facilities Manager Missy Lancaster presented the Issue Analysis: RFP for Display Book Supports.
      The Board asked questions and staff members answered.
      Motion: Ms. Bruursema moved to approve the Issue Analysis: RFP for Display Book Supports as presented.
      Support: Supported by Ms. Dykhuis.

8. LIASON REPRESENTATIVE COMMENTS – None.

9. PUBLIC COMMENTS** – Chair Erlewein gave a reminder regarding Public Comments Bylaws: Public Comments will be accepted at every KDL Board meeting as a regular agenda item. Each individual speaking during Public Comment shall be asked to identify themselves with their name and address before speaking. Public Comments will be conducted according to KDL Bylaw Article VII Item 7.1.3, limiting the length of time devoted to an individual or group as well as subject matter: “Public comments will be limited to 3 minutes per person or group and 15 minutes per subject.”

   • DeAndre Jones is a visionary who approached Executive Director Lance Werner regarding eSports at KDL and is grateful for the opportunity to work together on this.

10. BOARD MEMBER COMMENTS
    Ms. Bruursema – Ms. Bruursema shared that the Caledonia Township Branch received a bequest of $200K and knows that everyone is excited for the enormous donation. She congratulated Executive Director Lance Werner for the ALA Ernest A. DiMattia Jr. Award.
Ms. Chrenka – Ms. Chrenka had the honor of attending the Kent County Education Association Round Table discussion, which focused on issues specifically related to libraries. The hope was to bring together area certified school librarians, library assistants and para educators, KDL members, MEA leaders and elected officials to share concerns and solutions.

Mr. Erlewein – Chair Erlewein participated in the MLA Connect Advocacy Hour: Censorship and the First Amendment to learn more about the First Amendment and intellectual freedom. He informed the Board that he sent out information regarding the KDL Board of Trustees Retreat and asked that they get back to him on dates that will work in July or August so that planning can begin.

Mr. Dykhuis – Mr. Dykhuis stated that he is impressed with the number of guests who turned out for this meeting.

Ms. Gilreath-Watts – Ms. Gilreath-Watts congratulated Executive Director Lance Werner for the ALA Ernest A. DiMattia Jr. Award and that she is proud of the attention it brings to the KDL family. Recently, she had the opportunity to visit the Kelloggsville Branch and talk with student interns regarding opportunities at the library. Lastly, she reminded everyone that March is Women’s History Month.

Ms. Moyer Hotz – Ms. Moyer Hotz was so proud of KDL’s involvement in supporting the Black Men movie at Celebration Cinema and saw many familiar mentors there when she watched the documentary.

Ms. Lintemuth - Ms. Lintemuth shared that on April 25 from 1:00-3:00 PM is Read on the Capital Steps with MLA!

Ms. Weller – Ms. Weller congratulated Executive Director Lance Werner for the ALA Ernest A. DiMattia Jr. Award and is also very proud of the great board that KDL has.

11. MEETING DATES
Regular Meeting: Thursday, April 20, 2023 – Kent District Library Service and Meeting Center or via teleconference, 4:30 PM.

12. CLOSED SESSION – Foster Swift Results of Investigation
Motion: Chair Erlewein moved at 5:38 PM to go into closed session under MCL 15.268(h) to discuss a confidential written legal opinion subject to attorney-client privilege and under MCL 15.268(h) to discuss the dismissal, suspension or discipline of or to hear complaints or charges brought against Lance Werner and Brian Mortimore, both of whom indicated that they do not oppose the Closed Session.

Support: Supported by Ms. Weller
Ms. Bruursema – Yes  Ms. Chrenka – Yes  Mr. Dykhuis – Yes  Mr. Erlewein – Yes

RESULT: Motion Carried 8-0.

Motion: Ms. Lintemuth moved to adjourn the closed session and resume the Regular Board Meeting at 7:35 PM.
Support: Supported by Mr. Dykhuis.

13. Foster Swift Results of Investigation
Chair Erlewein noted that on August 16, 2022 KDL received an anonymous letter with allegations critical of KDL Leadership. The KDL Board of Trustees promptly engaged the law firm of Foster Swift to perform a thorough investigation for the purpose of providing KDL legal advice. That investigation is now complete. The Board did not take any action to discipline KDL employees.

14. ADJOURNMENT
Motion: Ms. Lintemuth moved for adjournment at 7:45 PM.
Support: Supported by Ms. Gilreath-Watts.
RESULT: Motion carried.

Lance Werner, Executive Director