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

DATE + TIME
Thursday, April 20, 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, Sheri Glon, Liz Guarino, Randy Goble, Graham Lawcock, Kim Lindsay, Brian Mortimore, Elvia Myers, Karen Small, Kurt Stevens and Lance Werner.

GUESTS PRESENT: Kelaine Mish (joined at 5:19 PM)

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

2. PLEDGE OF ALLEGIANCE

3. MOMENT OF SILENCE
   A KDL staff member’s husband passed away earlier in the afternoon and Executive Director Lance Werner asked that everyone take a moment of silence.

4. CONSENT AGENDA*
   A. Approval of Agenda
   B. Approval of Minutes: March 16, 2023
   C. Lakeland Library Cooperative Report: March 9, 2023
   D. Request: Walker Branch early closing on August 18, 2023, for carpet cleaning.
   E. Request: Byron Township Branch late closing on October 21, 2023, for Byron Township Branch 20th anniversary celebration.
   
   Motion: Ms. Weller moved to approve the consent agenda as presented.
   Support: Supported by Ms. Gilreath-Watts.
   RESULT: Motion carried.

5. FINANCE REPORTS – March 2023*
The Interim Director of Finance Kim Lindsay gave a brief overview of year-to-date financials:

- The KDL cash position at the end of March was $29.9M as compared to $29.7M at this time last year. All KDL funds are at work at various interest rates and rates of return.
- The Atlanta Capital portfolio had a $137K positive bounce in March and the funds KDL has in the Huntington government-based liquidity funds have yielded more than 4.5%.
- Revenues through March were at $26M or 88.1% of revenue budget as compared to $24.6M at this time in 2022. Increased revenue is due to property taxes and investment returns.
- Expenditures through March were $8.5M or $26.5% of the expenditure budget, which is slightly above the 25% that KDL expected to spend for the first quarter of the year. This is because there are costs incurred at the beginning of the year that cover the full year, such as the HSA contribution, subscriptions and licenses, ILS fees, annual website fee, annual insurance premiums, and annual equipment lease payments, among others.
- Disbursements greater than $50K for the month of March include:
  - Priority Health - $146,691.02 - employee health and dental insurance
  - Hitachi Capital America/Bibliotheca - $144,918.07 - annual lease payment for self-check kiosks and similar equipment
  - TMC Furniture - $76,042.00 - WonderKnook project
  - IP Consulting - $61,789.91 – Colocation monthly payment and curbside texting fees
  - Everstream Holding - $55,485.74 - KDL-wide fiber
- The KDL annual financial and pension plan audits begin April 17 and Finance is hard at work completing initial auditor requests.

The Board asked questions of staff and staff responded.

**Motion:** Mr. Dykhuis moved to receive and file the March 2023 finance reports as presented.

**Support:** Supported by Ms. Bruursema.

**RESULT:** Motion carried.

6. **DIRECTOR’S REPORT – March 2023**

- Executive Director Werner has profound gratitude for the Cascade team, from the Regional Managers to the staff, for the kindness, empathy and love they showed to a staff member whose husband was ill and recently passed away.
- The pre-planning stage for the new eSports initiative is going well, and he looks forward to collaborating with colleges and universities around Grand Rapids in the future.
- Happily, the Krause Memorial Branch Expansion Project has the potential to receive $2.5-$3.5M in grant funds.
- Mr. Werner visited Lansing to discuss a couple of bills to support public libraries.
- He took a moment to recognize Director of Projects and Planning Jaci Cooper for the fantastic improvements she has made throughout the organization.
- In June of 2023, Grattan Township will have a KDL Express Library System installed which will allow patrons to check out and return items at their own convenience.
- Mr. Werner has been appointed the Vice Chair of the Library of Michigan Board.
7. NEW BUSINESS

A. 1st Quarter Strategic Plan & KPI Update
Director of Projects and Planning Jaci Cooper presented.

B. Issue Analysis: RFP for Sort Assistant Recommendation *
IT Director Kurt Stevens introduced Regional Manager II Karen Small, who demonstrated the new Sort Assistant Software. Network Systems Specialist Graham Lawcock and Collections Manager Liz Guarino were present for the presentation as well.

Motion: Ms. Bruursema moved to approve the Issue Analysis: RFP for Sort Assistant Recommendation.
Support: Supported by Ms. Lintemuth.
RESULT: Motion carried.

C. Policy Manual Review: Section 3 Facilities + Operations*
Motion: Ms. Weller moved to approve Policy Manual Review: Section 3 Facilities + Operations.
Support: Supported by Ms. Moyer Hotz.
RESULT: Motion carried.

D. Policy Manual Review: Section 6.12 Board Member Compensation *
Motion: Mr. Dykhuis moved to approve Policy Manual Review: Section 6.12 Board Member Compensation.
Support: Supported by Ms. Moyer Hotz.
RESULT: Motion carried.

8. LIAISON REPRESENTATIVE COMMENTS – None.

9. PUBLIC COMMENTS** -
   - Kelaine Mish mentioned that the KDL Policy Manual section 3.9 has fragmented sentences and grammatical errors.
   - Director of Library Operations Jennifer DeVault and Regional Manager I Lulu Brown secured $1M with the DDA for an Outdoor Garden and Playspace revamp at the Cascade Township Branch.

10. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema shared that Monday, April 24 is Right to Read day. She enjoyed the Kentwood Branch WonderKnook Ribbon Cutting and was pleasantly surprised to see several Branch Managers along with the City of Kentwood Mayor and Clerk at the festivities. Caledonia Township Branch Librarian Audrey Baker has been appointed to the Library of Michigan Board of Trustees. Next week is National Library Week. She appreciates the staff that attend the Board of Trustees meetings.
Ms. Chrenka – Ms. Chrenka attended the Spencer Township Community Report as well as the Cascade Township Branch. She asked a staff member a question and was delighted when she received an email from the staff following up with an answer.

Mr. Dykhuis – Mr. Dykhuis is excited about all the innovations occurring at KDL.

Mr. Erlewein – Chair Erlewein attended the mushroom harvesting program at the Alto Branch and is looking forward to going out in the woods to harvest them. He was impressed with the Sort Assistant software and its efficiency. He also wanted to make everyone aware that amidst construction Chicago will also be hosting a NASCAR race around the same time as the ALA Conference.

Ms. Gilreath-Watts – Ms. Gilreath-Watts shared that her first experience with the library was through poetry. In honor of National Poetry Month, she shared the poem “My First Memory [of Librarians]” by Nikki Giovanni.

Mr. Lintemuth – Ms. Lintemuth reminded everyone that April is Autism Awareness Month. Recently, she also shared Perk Pass information with a family in her community. As a result, that family found a fun new activity to do during Spring Break.

Mr. Moyer Hotz – Ms. Moyer Hotz congratulated Director of Projects and Planning Jaci Cooper on the fabulous WonderKnook Ribbon Cutting. She also attended her first Community Report for the City of East Grand Rapids and had a fabulous time representing KDL.

Ms. Weller – Ms. Weller attended the Write Michigan Award Ceremony and felt that it was a great experience for all. She was impressed with the work that Director of Engagement Randy Goble and his team did to make the Award Ceremony a terrific experience for the writers.

11. MEETING DATES
   Regular Meeting: Thursday, May 18, 2023 – Kent District Library Spencer Township Branch, 4:30 PM.

12. ADJOURNMENT
   Motion: Ms. Weller moved for adjournment at 6:16 PM.
   Support: Supported by Ms. Moyer Hotz.
   RESULT: Motion carried.
DRAFT

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