

LOCATION

Spencer Township Branch, 7215 Meddler Ave, Gowen, MI.

DATE + TIME

Thursday, May 18, 2023, at 4:30 PM.

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

BOARD ABSENT: Sheri Gilreath-Watts

STAFF PRESENT: Jaci Cooper, Jennifer DeVault, Jennifer German, Randy Goble, Kim Lindsay, Brian Mortimore, Elvia Myers, Dave Palma, Karen Small, Kurt Stevens, Lance Werner and Laura Youells.

GUESTS PRESENT: Pam Stonehouse

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: April 20, 2023
- C. Request: Comstock Park Branch to close late on Friday, August 11, 2023, due to annual Comstock Park Community Celebration.

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

Support: Supported by Ms. Moyer Hotz.

RESULT: Motion carried.

4. REGIONAL MANAGER UPDATE – Jennifer German + Laura Youells; Krause Memorial, Nelson Township and Spencer Township Branches

- The Spencer Township Branch opened in 1998 in a building it shares with the Spencer Township offices. It is located in a beautiful rural setting near several lakes. There is a playground area, basketball court, disc golf course, and (coming soon) a splash pad!
- Library staff plant and help care for a community garden full of vegetables that are free to anyone who needs them come harvest time.

- Spencer staff are also active in the community, planning a summer carnival for residents every year, as well as a spring egg hunt and autumn Trunk or Treat event. This year, local businesses will be supporting the carnival by providing coupons, gift basket drawings and prizes for festival goers.
- Storytime is always a huge draw in the community, with many homeschool families looking to enrich their children's education.
- In a rural community, outreach is an especially important service. Youth Branch Librarian Heidi Fifield has partnered with local elementary school Lincoln Heights to interact with students using STEAM activities and KDL Lab tubs.
- Staff make a tremendous effort to reach out to seniors by establishing monthly outreach events for residents at two area facilities: Rest Assured and Green Acres.
- Spencer has a "small but mighty" Friends of the Library group who sponsor the annual spring egg hunt, summer carnival and fall book sale. They not only work hard but are generous in supporting the Spencer Township Branch and re-enforcing the library as a cornerstone of the community.
- The Spencer Team is currently gearing up for Summer Wonder! They have many wonderful programs to share with the community throughout the summer, such as a petting zoo, Nick Thomas' juggling show, several learning-based lab programs for kids and a four-week Yoga Essentials series for adults.

5. FINANCE REPORTS – April 2023*

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

- The cash position is up about \$1M year over year due to property value increases.
- Overall revenue through April is at \$26.5M or 90% of the budget.
- Overall expenditure through April is \$10.9M or 34% of the budget.
- The capital outlay is due to the new WonderKnooks, which did not happen in December of last year as originally planned.
- Information on property tax values from the county assessor showed a record-breaking taxable value increase of 8.56%.
- The three largest checks were to:
 - OverDrive, Inc. for \$300,249.00 for digital collection materials;
 - Priority Health for \$152,516.01 for health Insurance; and
 - Midwest Tape, LLC for 146,707.10 for collection materials.

The Board asked questions and staff members answered.

Motion: Ms. Bruursema moved to receive and file the April 2023 finance reports as presented.

Support: Supported by Mr. Dykstra.

RESULT: Motion carried.

6. DIRECTOR'S REPORT – April 2023

- Executive Director Lance Werner shared that Regional Manager I Jennifer German has been instrumental in the community and has handled every situation with grace.

- Branches are preparing for Summer Wonder and getting children ready for summer reading. This program always has a huge impact on the community and the Library hopes that this year will be the best yet.
- Mr. Werner expressed appreciation for the Pandemic Synopsis that Director of Human Resources and Organizational Development Brian Mortimore wrote for the board packet. Looking back, KDL's response to the unknown was significant.
- Mr. Werner is working with legislators on two separate bills: one ties state aid eligibility to supporting the constitution; the other criminalizes behavior that endangers library and school workers.
- He is also working with the Krause Memorial Branch Expansion and has asked Amy Van Andel to assist with fundraising efforts. The new Grattan Township Branch (satellite) may be the first self-serve library station in West Michigan with a robot.
- Director of Engagement Randy Goble announced authors for the 2023 Literary Libations Gala on September 19 at the JW Marriot in Downtown Grand Rapids: Willie Horton, Susie Finkbeiner, Lynne Olson and Stephen Graham Jones.
- Director of Library Operations Jennifer DeVault introduced the Manager-in-Training program for 2023, an annual opportunity for a staff member to experience the Regional Manager role in a temporary setting and see if it were something they would like to pursue. Regional Manager II Karen Small described the role and introduced Regional Manager II in Training Dave Palma. Mr. Palma stated that he has had the opportunity to listen and be mentored by many fabulous staff at KDL, and now he is able to share the wealth that he has been taught. Staff members are chosen via application.

7. NEW BUSINESS.

A. Policy Manual - Section 3.9*

Executive Assistant Elvia Myers and Director of Projects + Planning Jaci Cooper introduced minor changes to Policy Manual Section 3.9.

The Board asked questions and staff members answered.

Motion: Mr. Dykhuis moved to approve the Policy Manual – Section 3.9 as presented.

Support: Supported by Ms. Weller.

RESULT: Motion Carried.

B. Policy Manual – Section 4 Patron Behaviors*

Director of Library Operations Jennifer DeVault introduced changes to the Policy Manual – Section 4 Patron Behaviors based on an activity observed by a board member at another library system. The Board asked for the addition of cooking to be added to the activities prohibited in KDL Policy 4.1.15 Restrooms.

Motion: Mr. Dykhuis moved to approve the Policy Manual – Section 4 Patron Behaviors as revised.

Support: Supported by Ms. Weller.

RESULT: Motion Carried.

C. 2023 Board of Trustees Schedule Amendment*

Ms. DeVault presented changes to the 2023 Board of Trustees Schedule.

Motion: Ms. Weller moved to approve the 2023 Board of Trustees Schedule as presented.

Support: Supported by Ms. Bruursema.

RESULT: Motion Carried.

8. LIASON REPRESENTATIVE COMMENTS – None.

9. **PUBLIC COMMENTS**** – Spencer Branch Friends of the Library member Pam Stonehouse echoed Regional Manager I Jennifer German’s statement that the Spencer Friends Group is “small but mighty” with five members.

10. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema shared her excitement that Algoma Township will remain a part of KDL. Additionally, she recently won her 145th library millage campaign. As millage campaigns for 2024 begin to loom on the horizon, her schedule is quickly filling up.

Ms. Chrenka – Ms. Chrenka has joined the recently restarted Tyrone Township Building Committee and she is excited to be a part of it.

Mr. Erlewein – Chair Erlewein joined the Friends of Krause Memorial Branch and encouraged all board members to also join their local Friends groups.

Mr. Dykhuis – Mr. Dykhuis enjoys traveling to different branches for the Board of Trustees meetings and hopes that more locations are planned for the future.

Ms. Gilreath-Watts – Not present.

Ms. Moyer Hotz – Ms. Moyer-Hotz loves the Summer Wonder promotional video. Recently, she had the opportunity to join the MLA Connect Advocacy Hour: Advocacy Resources for Trustee Workshop, wherein she learned a lot.

Ms. Lintemuth – Ms. Lintemuth shared that she attended the Lowell Charter Township Community Report and later traveled to Lansing for the Michigan Library Association’s “Reading on the steps of the Capital” Day, enduring the not-so-great weather but nevertheless having a great time.

Ms. Weller – Ms. Weller shared that next Wednesday, May 25, will be the Friends Linking Event at the Service Center, which is put on for all Friends Groups associated with KDL. She asked that board members stop and show appreciation for their work.

11. MEETING DATES

Regular Meeting: Thursday, June 15, 2023 – Kent District Library Service and Meeting Center, 4:30 PM.

12. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 5:36 PM.

Support: Supported by Mr. Dykhuis.

RESULT: Motion carried

A handwritten signature in black ink, appearing to read "Lance Werner", with a long horizontal flourish extending to the right.

Lance Werner, Executive Director