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BOARD OF TRUSTEES

Meeting Minutes

LOCATION

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

DATE + TIME

Thursday, June 15, 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: Jaci Cooper, Jennifer DeVault, Sheri Glon, Randy Goble, Lauren Hagerman Tekelly, Kim Lindsay, Brian Mortimore, Elvia Myers, Kurt Stevens, Hennie Vaandrager and Lance Werner.

GUESTS PRESENT: Brent Hotz, Chelsea Kean, Denise Mahony and Barb Wenger.

1. CALL TO ORDER

Chair Erlewein called the meeting to order at 4:31 PM.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA*

- A. Approval of Agenda
- B. Approval of Minutes: May 18, 2023
- C. Request for closure: Spencer Township Branch on Monday, June 26, 2023, due to installation of a generator.
- D. Request for closure: Spencer Township Branch on Wednesday and Thursday, July 5 & 6, 2023 due to parking lot maintenance.

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

Support: Supported by Mr. Dykhuis.

RESULT: Motion carried.

4. FINANCE REPORTS – May 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 May was about \$25.9M compared to \$25.3M at the same time last year. KDL had a nice bounce back in investment returns from the Atlanta Capital funds and has been able to earn roughly \$110K on investments of excess cash with Huntington.

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- KDL revenues through May were \$26.7M or 90.6% of the total 2023 revenue budget. Overall revenues are up about \$1.8M from 2022, primarily due to increased property tax collections. Just after closing the May books, KDL received a payoff of delinquent property taxes from Kent County of almost \$500K and a check from Vergennes Township for \$129K.
- Expenditures through May were \$13.1M or 40.7% of the 2023 annual budget. Overall expenditures are up about \$960K from 2022. In year-over-year comparison, the majority of the increase comes from capital outlay, maintenance and utilities, and employee benefits. There will be a budget amendment for the July meeting to make any needed changes and to incorporate any additional use of fund equity in strategic initiatives.
- The largest checks in the month of May were made out to:
 - TMC Furniture in the amount of \$199,705 and \$70,936 for WonderKnook
 - Priority Health in the amount of \$153,280.62 for employee health coverage
 - Today's Business Solutions in the amount of \$70,211.25 for annual kiosk lease
 - IP Consulting in the amount of \$61,563.24 and \$60,003.24 for April/May Colocation
 - Everstream Holding in the amount of \$54,395.77 for KDL-wide fiber service

The Board asked questions of staff and staff responded.

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

Support: Supported by Ms. Weller.

RESULT: Motion carried.

5. DIRECTOR'S REPORT – May 2023

- Executive Director Werner shared that Summer Wonder has taken off! In the first week, approximately 3K participants registered on Beanstack.
- Krause Memorial Branch held an Exotic Zoo Program that welcomed over 800 participants.
- Kudos to Director of IT Kurt Stevens, Director of Library Operations Jennifer DeVault and Regional Manager I Sandy Graham and the entire IT team for successfully launching the Express Library in Grattan Township. Kurt Stevens shared a few highlights:
 - The machine holds about 149 books.
 - On the first day, 23 books were checked out.
 - It is not considered a Library/Branch due to state aid requirements.
 - Sandy Graham will ensure that the Express Library remains well stocked.

6. NEW BUSINESS

A. Policy Manual: Section 5 - Budget and Finance*

Interim Director of Finance Kim Lindsay spoke to minor grammatical edits.

Motion: Ms. Bruursema moved to approve the Policy Manual: Section 5 - Budget and Finance as presented.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

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B. EmpowerU Partnership Overview

Director of Projects and Planning Jaci Cooper explained that EmpowerU is a Kent Intermediate School District Special Education Center Program that provides specialized instruction, opportunity-specific employment and independent living skills necessary for young adults. The KDL Service and Meeting Center will be hosting this program for the 2023-2024 school year with an open house scheduled for Tuesday, August 16.

7. LIAISON REPRESENTATIVE COMMENTS – None.

8. PUBLIC COMMENTS** – Chelsea Kean is a patron of Lowell, as well as a recent applicant for the Alto/Lowell Regional Manager II position. She is attending the meeting in order to gain further awareness of the Board of Trustees and appreciates that the public is able to attend their meetings.

9. BOARD MEMBER COMMENTS

Ms. Bruursema – Ms. Bruursema announced that the Gaines Township Branch remodel is very impressive. She also recently attended the Caledonia Township Community Report. Caledonia is very happy with KDL's services. She is excited about the Grattan Express Library.

Ms. Chrenka – Ms. Chrenka attended the Tyrone Township Summer Wonder launch and appreciated that it occurs after the school year has come to a close. She is equally impressed that Branch Librarian Caleb Perkins has earned several Katie Kudos from his peers and notes that he is "super" when it comes to book recommendations.

Mr. Dykhuis – Mr. Dykhuis is excited to see Summer Wonder begin. He reiterated that he enjoys traveling to different branches and would appreciate going to more in the future.

Mr. Erlewein – Chair Erlewein shared that the KDL Board Retreat will take place on July 12, 2023, at the City of East Grand Rapids Building. The guest speaker will be Mandy Sharp Eizinger, Grand Valley State University Adjunct Faculty of College of Education and Community Innovation. KDL Executive Director Lance Werner will also be discussing book bans, among other things. An agenda will be sent out soon.

Ms. Gilreath-Watts – Ms. Gilreath-Watts attended the Wyoming Branch Summer Wonder Kick Off and was impressed by the community support. There, she met an elderly man who was using the library as a third place while he gets his affairs back in order after a house fire. She shared that a friend of the family enjoys visiting all the KDL branches with their 18-month-old.

Ms. Lintemuth – Ms. Lintemuth wished everyone Happy Pride Month and said that she was grateful to KDL for offering cooling stations during the Lowell Pride celebration. She appreciates the work that KDL does to make sure that everyone has access to books that

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represent their lived experience. Recently, Ferndale Area District Library had their entire Pride display stolen. They posted an online “wish list” to help replace the collection, which has since been bought out twice.

Ms. Moyer Hotz – Ms. Moyer Hotz has finally finished visiting all three of her townships and feels fully vested as a KDL Board of Trustees representative. She shared that each of the townships is grateful and excited to be a part of KDL.

Ms. Weller – Ms. Weller inquired about the AV/Clock in the Bruursema Conference Room. Director of IT Kurt Stevens informed her that a Request for Proposal (RFP) has been posted in order to get the room completed.

10. MEETING DATES

Regular Meeting: Thursday, July 20, 2023 – Kent District Library Service + Meeting Center, 4:30 PM.

11. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 5:21 PM.

Support: Supported by Ms. Gilreath Watts.

RESULT: Motion carried.



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