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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, July 20, 2023, at 4:30 PM.

BOARD PRESENT: Shirley Bruursema (arrived at 4:39 PM), 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, Anjie Gleisner, Sheri Glon, Joyanne Huston-Swanson, Randy Goble, Kurt Lardie, Kim Lindsay, Brian Mortimore, Elvia Myers, Ashley Smolinski, Kurt Stevens, Emily Whalen, Lance Werner and Penni Zurgable

GUESTS PRESENT: Amy Anderson, Derek Anderson, Adam Caman, Kathy Cheney, Jennifer Folsom, Jim Ferro, Abigail Gautreau, Marcus Little, Joanne Marcoux, Megan Marcoux, Mandy Mynhier, Brad Pipe, Mary Ann Sabo, Bethany Verble, Tori Waller, Yilin Wendland- Lin and Mike Zurgable

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: June 15, 2023
- C. Lakeland Library Cooperative June 8, 2023
- D. Request: Kelloggsville Branch to be closed early at 3:00 PM on July 27, 2023, due to the carpets being cleaned.
- E. Request: East Grand Rapids Branch to have a late opening at 11:00 AM on September 9, 2023, due to the Rhoades McKee Triathlon.
- F. Request: Caledonia Township Branch to be closed on September 30, 2023, due to Caledonia Township Harvest Festival.

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

Support: Supported by Ms. Weller.

RESULT: Motion carried.

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4. 2022 AUDIT REPORT Maner Corterisan

Interim Director of Finance Kim Lindsay introduced Maner Corterisan Behany Verble and Tori Waller, along with thanking the KDL Finance Department and Human Resource Generalist Diane Damuth for all their hard work on the 2022 KDL Audit. Ms. Verble gave a briefing on Audit Results regarding Financial Statements with regards to the Unmodified opinion, the Governance Letter – Required communication, Adoption of GASB 87 Leases and Significant estimates – Pension Asset, Compensated absences, and Capital assets.

5. FINANCE REPORTS – May 2023*

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

- The KDL cash and investment position remains strong as the balances at the end of June stood at \$24.6M as compared to \$23.4M this time last year. The investments continue to rebound – the Atlanta Capital account has rebounded about \$125K from last year.
- KDL has received \$27.4M of the \$29.5M budgeted revenues or 93% of the expected total. The remaining revenue will appear this fall as state aid, penal fees and eRate reimbursements arrive. Overall revenues surpass the prior year by \$2.1M due to increased property tax collections and the investment results.
- Total expenditures through June were \$15.7M or just under 47% of the expenditure budget. Expenditures to date are up roughly \$1M from 2022 totals. KDL is still tracking nicely with the overall budget. You'll note that there was a \$400K deposit for digital materials this month and the 2nd and 3rd quarter branch maintenance fees were distributed to our host municipalities.
- Disbursements over \$50,000 for June included:
 - Overdrive, Inc. - \$400K - digital materials deposit
 - Priority Health - \$153,716.90 - employee health benefits
 - TMC Furniture - \$80,772.00 - WonderKnook project
 - Everstream Holding - \$54,395.77 - KDL-wide fiber
- In the board packet, there are two documents related to the proposed budget amendment. One is the resolution amendment indicating the budget line-item areas that are being amended and the second is an explanation of the larger items that are represented on the amendment.

The Board asked questions of staff and staff responded.

Motion: Ms. Weller moved to receive and file the June 2023 finance reports as presented.

Support: Supported by Ms. Moyer Hotz

RESULT: Motion carried.

6. DIRECTOR'S REPORT – June 2023

- Executive Director Werner reported that numbers are trending up for Summer Wonder and is impressed with the fantastic job that the Marcom team has done.

7. NEW BUSINESS

A. Policy Manual Section 1.3: Intellectual Freedom *

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Director of Engagement Randy Goble explained the updates.

Motion: Ms. Lintemuth moved to approve the Policy Manual Section 1.3: Intellectual Freedom as presented.

Support: Supported by Ms. Gilreath Watts.

RESULT: Motion carried.

B. Policy Manual Section 2.1.4: Student Cards *

Director of Project & Planning Jaci Cooper explained the updates.

Motion: Ms. Bruursema moved to approve the Policy Manual Section 2.1.4: Student Cards as presented.

Support: Supported by Mr. Dykhuis.

RESULT: Motion carried.

C. Resolution: Budget Amendment *

Interim Director of Finance Kim Lindsay explained the Budget Amendment process and the initiatives.

Motion: Ms. Bruursema moved to approve the Resolution: Budget Amendment as presented.

Support: Supported by Ms. Weller

Ms. Bruursema-Yes

Ms. Chrenka -Yes

Mr. Dykhuis - Yes

Mr. Erlewein -Yes

Ms. Gilreath-Watts - Yes

Ms. Lintemuth - Yes

Ms. Moyer Hotz - Yes

Ms. Weller - Yes

RESULT: Motion carried 8-0

D. Resolution: Levy a District-Wide Property Tax *

Motion: Mr. Dykhuis moved to approve the Resolution: Levy a District-Wide Property Tax as presented.

Support: Supported by Ms. Moyer Hotz.

Ms. Bruursema - Yes

Ms. Chrenka - Yes

Mr. Dykhuis -Yes

Mr. Erlewein - Yes

Ms. Gilreath-Watts - Yes

Ms. Lintemuth- Yes

Ms. Moyer Hotz- Yes

Ms. Weller - Yes

RESULT: Motion carried 8-0

E. Strategic Plan & KPI Quarter 2 Review*

Director of Project & Planning Jaci Cooper gave a brief update on the Strategic Plan & KPI Quarter 2 Review.

8. LIAISON REPRESENTATIVE COMMENTS – None.

9. PUBLIC COMMENTS –**

Amy Anderson voiced her concerns regarding KDL Materials.

Jennifer Folsom voiced her appreciation regarding KDL Materials.

Marcus Little voiced his appreciation regarding KDL Materials.

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Adam Caman voiced his concerns regarding KDL Materials.

Joann Marcoux voiced her concerns regarding KDL Materials.

Abby Gautreau voiced her appreciation regarding KDL Materials.

Michael Zurgable voiced his appreciation regarding KDL Materials.

Brad Pipe voiced his concerns regarding KDL Materials.

Megan Marcoux voiced her concerns regarding KDL Materials.

Derek Anderson voiced his concerns regarding KDL Materials.

Patrick Prince Lewis voiced his concerns regarding KDL Materials.

10. MEETING DATES

Regular Meeting: Thursday, August 17, 2023 – Kent District Library Service & Meeting Center, 4:30 PM.

11. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 5:28 PM

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

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

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