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BOARD OF TRUSTEES

Meeting Minutes

LOCATION

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

DATE + TIME

Thursday, August 17, 2023, at 4:30 PM.

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

BOARD ABSENT: None

STAFF PRESENT: Brad Allen, Jaci Cooper, Jennifer DeVault, Randy Goble, Elizabeth Guarino-Kozlowicz, Amanda Johnston, Curt Kieliszewski, Kim Lindsay, Elvia Myers, Deb Schultz, Karen Small, Scott Small, Kurt Stevens, Lance Werner and Penni Zurgable

GUESTS PRESENT: Shé Mohan

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: July 20, 2023
- C. Lakeland Library Cooperative Report: July 13, 2023

Motion: Mr. Dykhuis moved to approve the consent agenda as presented.

Support: Supported by Ms. Moyer Hotz.

RESULT: Motion carried.

4. FINANCE REPORTS – July 2023*

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

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- The cash balance is \$21.8M as opposed to \$21.5M the previous year.
- Total revenue to date is \$27.8M compared to \$25.6M in the prior year. Revenue collected equates to nearly 93% of our annual revenue budget. The Finance Department has been working with our E-rate consultants in recent weeks to get caught up on our reimbursements from the E-rate program.
- Expenditures are at \$17.8M compared to \$17.2M in the previous year.
- Disbursements over \$50,000 for the month of July are as follows:
 - IP Consulting - \$382,251.13 - (2) months of CoLo services, (5) year Meraki Enterprise Licenses
 - Priority Health - \$151,706.25 - employee health and dental insurance
 - Ingram Library Services - \$70,525.08 - Collection materials
 - Everstream Holding - \$54,456.32 - KDL-wide fiber

The Board asked questions and staff responded.

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

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

5. DIRECTOR'S REPORT – July 2023

Executive Director Lance Werner expressed his appreciation to the exotic animal exhibit at the branches and KDL's partnership with Feeding America.

6. A. PUBLIC HEARING - TRUTH IN TAXATION

Motion: Ms. Weller moved to recess the Kent District Library Board meeting at 4:39PM to commence the public hearing on the TRUTH IN TAXATION.

Support: Supported by Ms. Gilreath-Watts.

Ms. Bruursema – n/a

Ms. Chrenka - Yes

Mr. Dykhuis - Yes

Mr. Erlewein - Yes

Ms. Gilreath-Watts - Yes

Ms. Lintemuth - Yes

Ms. Moyer Hotz - Yes

Ms. Weller - Yes

RESULT: 7-0

Motion: Mr. Dykhuis moved to close the public hearing and reconvene the regular Board Meeting at 4:40 PM.

Support: Supported by Ms. Moyer Hotz.

RESULT: Motion carried.

B. RESOLUTION: 2024 Millage Tax Rate Request

Motion: Mr. Dykhuis moved to approve the Resolution: 2024 Millage Tax Rate Request as presented.

Support: Supported by Ms. Weller.

Ms. Bruursema – N/A

Ms. Chrenka - Yes

Mr. Dykhuis- Yes

Mr. Erlewein - Yes

Ms. Gilreath-Watts - Yes

Ms. Lintemuth - Yes

Ms. Moyer Hotz - Yes

Ms. Weller - Yes

RESULT: 7-0

7. NEW BUSINESS

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A. Issue Analysis: Automated Material Handling*

Director of IT Kurt Stevens introduced Collection Manager Elizabeth Guarino Kozlowicz to present Automated Material Handling.

The Board Members asked questions and the staff answered.

Motion: Mr. Dykhuis moved to approve the Issue Analysis: Automated Material Handling as presented.

Support: Supported by Ms. Lintemuth.

RESULT: Motion carried.

B. Issue Analysis: Conference Room AV*

Director of IT Kurt Stevens introduced Network System Specialist Curt Kieliszewski to present the Conference Room AV.

Motion: Ms. Lintemuth moved to approve the Issue Analysis: Conference Room AV as presented.

Support: Supported by Ms. Moyer Hotz.

RESULT: Motion carried.

C. 2024 Board of Trustees Schedule*

Motion: Mr. Dykhuis moved to approve the 2024 Board of Trustees Schedule as presented.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

D. 2024 Planned System Closing Schedule*

Motion: Ms. Weller moved to approve the 2024 Planned System Closing Schedule as presented.

Support: Supported by Ms. Gilreath-Watts.

RESULT: Motion carried.

8. LIAISON REPRESENTATIVE COMMENTS – None.

9. PUBLIC COMMENTS** – None.

10. MEETING DATES

Regular Meeting: Thursday, September 21, 2023 – Kent District Library Gaines Twp. Branch 4:30 PM.

11. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 6:00 PM.

Support: Supported by Mr. Dykhuis.

RESULT: Motion carried. _____

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

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

Lance Werner, KDL Executive Director