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: August 17, 2023
   C. Lakeland Library Cooperative Report: August 10, 2023
   D. Request: Kentwood (Richard L. Root) Branch late closure on Friday, February 16, 2024.
   **Motion:** Ms. Weller moved to approve the consent agenda as presented.
   **Support:** Supported by Ms. Bruursema.
   **RESULT:** Motion carried.

4. **REGIONAL MANAGER UPDATE – Kiosha Jeltema; Gaines Township and Kentwood Branch**
   - Gaines Township has supported library service since the Depression Era. During the 1950’s and ‘60s, Kent County provided library service at several bookmobiles stops, both at local schools and in the Dutton and Cutlerville areas.
   - The Gaines Township Branch was opened to the public in 1969 at its current location. Rapid population growth in the area led to an extensive expansion of the building in 1987.
Thanks to amazing support from the township and KDL, staff enjoy a beautifully remodeled and reorganized back room!

The branch serves many group home residents. Its proximity to Pine Rest Christian Mental Health Services (which in part provides long term residential care) and other providers make it a home branch for residents.

In addition to regular beloved programs such as Storytime, staff are excited to offer new programs. These include Open Craft Lab for adults, Book Explorers for school-age youth and Bingo Hour for adults. Awesome Adults is another new program that will offer fun activities designed for adults with intellectual and developmental disabilities and their care partners.

Just as patrons showed up in large numbers for special summer programs such as Critter Barn (summer’s most attended event at 354 people), we anticipate high numbers for special events later in the year, such as Ready for Reindeer.

The Friends of the Gaines Township Library struggled to recruit new members for some time. Due to lack of new membership and availability of volunteers, the group unfortunately disbanded this year. Staff have now taken on the task of running smaller “pop up” book sales to carry on small funding opportunities for the branch.

5. **FINANCE REPORTS – August 2023**

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

- Cash and investments totaled $20.2M at the end of August as compared to $19.1M last year. Of note, the $1.5M contribution to the pension plan is still in process pending wire instructions from Comerica.
- Revenues through August totaled $28.9M or 96.5% of the anticipated revenue budget. The annual Personal Property Tax reimbursement from the State of Michigan is expected in late October. Otherwise, all anticipated 2023 revenues have been collected. Investment returns from both Huntington and Atlanta Capital accounts remain strong.
- Expenditures through August totaled $20.0M or 56.3% of the anticipated expenditure budget. When the Board approves the 2024 budget at the November meeting, a final amendment to the 2023 budget will be made to more closely align with the final estimated 2023 expenditures. That is necessary as it will be considered for the anticipated final fund balance percents for 2023.
- Checks over $50K for the month include:
  - Midwest Tape - $185,022.17 for collection materials
  - Priority Health - $151,105.92 for employee health and dental benefits
  - IP Consulting - $60,212.24 for CoLo facility charges
- The initiative to use more electronic payment methods is proving to be successful. Vendors have been responsive to the switch.
- The 2024 budget season is in full swing, with all branch and operational budgets systemwide due on September 1. The Leadership Team and Finance Department are now processing that information and will be working on formalizing the 2024 budget over the next four to eight weeks.

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

**Support:** Supported by Mr. Dykhuis.
RESULT: Motion carried.

6. DIRECTOR’S REPORT – August 2023
   • Executive Director Lance Werner shared that Summer Wonder had a terrific outcome, with the Gather2Grow meal giveaway a shining example of how Community Engagement effectively coordinates partnerships with outside organizations and KDL branches. This program would not have been possible without Director of Engagement Randy Goble and Programming Manager Hennie Vaandrager.
   • The Richard L. Root (Kentwood) Branch was recently bequested the estate of a patron.
   • Mr. Werner and KDL have received awards nationally.

7. NEW BUSINESS.
   A. Issue Analysis: RFP for Financial Services*
      Director of Human Resources and Organizational Development Brian Mortimore discussed the Issue Analysis: RFP for Financial Services. The Board asked questions and staff members answered.
      Motion: Ms. Weller moved to approve the Issue Analysis RFP for Financial Services as presented.
      Support: Supported by Ms. Lintemuth.
      RESULT: Motion carried.

   B. Issue Analysis: Materials Handling and Delivery*
      Director of Operations Jennifer DeVault discussed the Issue Analysis: Materials Handling and Delivery. The Board asked questions and staff members answered.
      Motion: Mr. Dykhuis moved to approve the Issue Analysis: Materials Handling and Delivery as presented.
      Support: Supported by Ms. Lintemuth.
      RESULT: Motion carried.

   C. Policy Manual Section 6 *
      Director of Human Resources and Organizational Development Brian Mortimore discussed edits to Policy Manual Section 6. The Board asked questions and staff members answered.
      Motion: Ms. Bruursema moved to approve Policy Manual Section 6 with edits to be made for next month to the 6.4.1 policy.
      Support: Supported by Ms. Bruursema.
      RESULT: Motion carried.

   D. 2024-2026 Strategic Plan Initiatives
      Director of Projects and Planning Jaci Cooper presented the 2024-2026 Strategic Plan Initatives, Pillars + Goals of Strengthening Community, Technology and Core Programming.
E. Executive Director Evaluation Process
   Executive Assistant Elvia Myers presented the Board with the timeline for the Executive Director Evaluation Process.

8. LIASON REPRESENTATIVE COMMENTS – None.

9. PUBLIC COMMENTS** – None.

10. MEETING DATES
   Budget Work Session: Thursday, October 12, 2023 – Kent District Library Service and Meeting Center, 4:30 PM.

11. ADJOURNMENT
   Motion: Mr. Dykhuis moved for adjournment at 6:09 PM.
   Support: Supported by Ms. Weller.
   RESULT: Motion carried.

Lance Werner, Executive Director