# **BOARD OF TRUSTEES**

## **Meeting Minutes**

 **LOCATION**

Held via remote connection per Michigan Senate Bill 1108

 **DATE + TIME**

Thursday, January 21, 2021 at 4:30 PM

**BOARD PRESENT**: Shirley Bruursema, Peter Dykhuis, Andrew Erlewein, Sheri Gilreath-Watts, Charles Myers, Tom Noreen, Caitie S. Oliver, Penny Weller

**BOARD ABSENT:** None.

**STAFF PRESENT:** Josh Bernstein, Jaci Cooper, Sheri Glon, Randy Goble, Kim Lindsay, Annette Miller, Kelaine Mish, Brian Mortimore, Elvia Myers, Scott Ninemeier, Christine Mwangi, Kurt Stevens, Lance Werner, Carrie Wilson

**GUESTS PRESENT:**  Dan Kasunic

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1. **CALL TO ORDER**

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

1. **PLEDGE OF ALLEGIANCE**
2. **CONSENT AGENDA\***
3. Approval of Agenda
4. Approval of Minutes: December 17, 2020, Open & Closed Sessions
5. Request for Closing – Cascade Branch to continue curbside from January 19-31, 2021 to accommodate construction for a new aquarium.

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

**Support: Supported by Ms. Weller.**

**RESULT: Motion carried.**

1. **LIAISON REPRESENTATIVE COMMENTS –** none
2. **PUBLIC COMMENTS\*\* –** Ms. Bruursema announced that **t**he Board of Commissioners approved the reappointments of Penny Weller and Peter Dykhuis to the KDL Board of Trustees for a four-term beginning January 1, 2021.
3. **FINANCE REPORTS - December 2020\***

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

* Cash appears to be up to $2 million due to the advance of property taxes
* KDL is 100% through the fiscal year, has received 98% of budgeted annual revenues, and has spent 87% of budget expenditures (does not include all YE accruals at this point).
* The two largest checks written for December were made to Lake Michigan Credit Union for a little over $351,000.00 for employee HSA Accounts for the fiscal year 2021, and to Ingram Library Services for the $109,055.11 for materials for the Amy Van Andel Library and Community Center.

**Motion: Mr. Myers moved to receive and file December 2020 finance reports as presented.**

**Support: Supported by Mr. Erlewein.**

**RESULT: Motion carried.**

1. **LAKELAND LIBRARY COOPERATIVE REPORT**

Chair Bruursema states that LLC had no new business and the personal committee elected to give staff a 1% wage increase. LLC has 42 branches/library going through similar changes in its infrastructure as KDL and depending on the mileage campaign, it may have acquired a new building that could be utilized as the Ionia Library.

1. **DIRECTOR’S REPORT** – December 2020
* Executive Director Werner recognized Kentwood Regional Manager I, Cheryl Cammenga, who has served with KDL for 41 years and KDL was named Star Library by Library Journal again.
* Executive Director Werner introduced Christine Mwangi in her new capacity as Director of Fund Development, a new role on the KDL Leadership Team, formerly a department management level position.
* Ms. Mwangi announced that the position of Volunteer Coordinator has been filed by Corey Archambault and she has been visiting branches to build relationships and find innovative ways to utilize her expertise within KDL. Ms. Archambault comes to KDL with previous experience as an AmeriCorps Program Director for Hannan Center in Detroit.
* Ms. Mwangi also celebrates contributions for the 2020 End of Year Campaign was a little over $33,000.00, which was comparable to years past.
* Director of Branch Operations, Carrie Wilson welcomed Comstock Park/Plainfield Regional Manager I, Scott Ninemeier, who previously served as the General Manager of the Kent Country Club and brings with him a deep level of experience in leadership, customer service, and hospitality. Mr. Ninemeier is honored to meet the KDL Board of Trustees and appreciates the warm welcome.
* Ms. Wilson asks Byron Center/Grandville Regional Manager I, Josh Bernstein, to give an update on the Grandville Branch construction. Mr. Bernstein states that construction in the north and west expansion is fully enclosed and roofed in. The majority of drywall is up in the west expansion. Grandville branch construction is on pace for completing these portions by Spring Break 2021 and will move operations to renovate the existing library with completion by the fall of 2021.
* Director of Projects and Planning, Jaci Cooper reminds the Board of Trustees of the tour scheduled at the Amy Vandal Library and Community Center on Monday, January 25 at 4:30 PM. She also gives an update that Erhardt Construction is finishing up with the floors in the community space, the staircase and that the tile for the fireplace is on backorder. The potential soft opening date is on Friday, February 5th with curbside services and 30% occupancy. This will be a progressive opening with a dedication in mid to late March.
* Director of IT, Kurt Stevens gives his appreciation to the Board of Trustees for the extra time they approved for data center migration. It was a success with minor tweaks and adjustments that the IT team is working through. Mr. Stevens is appreciative of the attention to detail that the IT team did to migrate hundreds of gigabytes of data, programs, and servers.

The Board asked questions of staff and staff responded.

1. **NEW BUSINESS**
2. 2021 Conflict of Interest Statements and Board Code of Ethics

The Board was mailed the Conflict of Interest Statement and the Board Code of Ethics form for 2021 and was asked to email or mail back the signed documents in the self-address envelope to Executive Assistant Elvia Myers.

1. 2021 Credit Card Agreement

The Board was mailed the Credit Card Agreement for 2021 and was asked to email or mail back the signed documents in the self-address envelope to Executive Assistant Elvia Myers.

1. 2021 KDL Board of Trustees Meeting Change: September 2021

Due to a scheduling conflict with the Liberty Libations Gala at Frederik Meijer Garden, KDL administration requested the September Board of Trustees meeting to be moved to September 23 rather than September 16.

**Motion: Ms. Oliver moved to approve the date change to the 2021 KDL Board of Trustees Schedule.**

**Support: Supported by Ms. Gilreath-Watts.**

**RESULT: Motion carried.**

1. Library Director’s Evaluation**\***

**Motion: Mr. Myers moved to approve and file the 2020 Library Director Evaluation.**

**Support: Supported by Ms. Oliver.**

**RESULT: Motion carried.**

E. Rehmann Update on KDL Finance Department Systems Review

Interim Director of Finance (Contracted from Rehmann) Kim Lindsay takes a second to thank the accounting team for the great work, leadership team, and all that he has come in contact with for dedication to KDL. Lindsay is actively working on issues that were addressed in the Rehmann report. He informs the KDL Board of Trustees that he is working with payroll to streamline the process and the budget amendment will be presented differently the next time they view it. In efforts to assist leaders to get through their charts of accounts monthly, Lindsay has modified the process which in turn will decrease line items on the budget report. Starting in February, a trial of an automating process to generate reports will begin, looking at efficiency in credit cards, invoices, and licensing. The Board of Trustees should look forward to a new purchase policy for review and adoption after all this work is completed.

F. New Policy – KDL Policy Manual Section 4.1.22 Face Mask Requirement during Pandemic – First Reading\*

**Motion: Ms. Oliver moved to adopt the addition of policy 4.1.22 Face Mask Requirement during Pandemic to the KDL Policy Manual as revised.**

 **Support: Supported by Ms. Weller.**

 **RESULT: Motion carried**

1. **LIAISON REPRESENTATIVE COMMENTS –** None
2. **PUBLIC COMMENTS\*\* None**.
3. **BOARD MEMBER COMMENTS**

**Ms. Bruursema –** Chair Bruursema attended the MLK Virtual Breakfast and found it remarkably interesting. She is looking forward to a good year and welcomed Mr. Ninemeier. Chair Bruursema is excited to tour the Amy Van Andel Library and Community Center. She is hopeful for the day when KDL Board of Trustees meetings are in person again.

**Mr. Erlewein –** Mr. Erlewein asked what steps leadership took on from the feedback of the Strategic Plan survey. Ms. Cooper cited the implementation of the annual awareness survey for every December and reporting back to staff on metrics. As well as, to continue to have conversations and let the strategic framework guide decision making. Director of Human Resources, Brian Mortimore added that communication and follow through with KDL staff is key.

**Mr. Dykhuis** – Mr. Dykhuis excited and grateful to be reappointed for a full four-term as Board of Trustees with KDL. He anticipates visiting the Grandville Branch soon and stated that as a big eBook user, he personally contributed to the spike in eBook usage.

**Ms. Gilreath-Watts –** Ms. Gilreath-Watts thanked KDL for being able to attend the Urban League MLK Virtual Breakfast. She was impressed with the commitment to the community and the impact to Grand Rapids at large. She was excited to see that KDL collected 400,000 items and checked out 125,000 items. Ms. Gilreath-Watts appreciates the collaboration that KDL has with the Kent County Health Department. KCHD has been a valuable resource guiding KDL and other organizations through this pandemic. She welcomed Mr. Ninemeier to KDL and thanked KDL for holiday cards and gifts.

**Mr. Myers –** Mr. Myers highlighted e-circulation which went up by 31% from a year ago. He is immensely proud of the KDL Board of Trustees for their commitment and attendance this past year.

**Mr. Noreen –** Mr. Noreen is appreciative of the book bundles and understands their popularity. Mr. Noreen welcomed Mr. Ninemeier and congratulated Ms. Mwangi as the newest leadership team member. He thanked Mr. Stevens for assisting with his IT needs. He also states that he is excited to see the Amy Van Andel Library and Community Center.

**Ms. Oliver –** Ms. Oliver looks forward as well when the KDL Board of Trustee meeting will occur in person. She is excited to tour the Amy Van Andel Library and Community Center in Ada.

**Ms. Weller –** Ms. Weller is excited to be able to visit the libraries in her region again and is looking forward to the opportunity when KDL Board of Trustee meetings will occur in person again.

1. **MEETING DATES**

*Regular Meeting: Thursday, February 18, 2021 – Kent District Library or via Zoom, 4:30 PM*

1. **ADJOURNMENT**

**Motion: Ms. Weller moved for adjournment at 5:37 PM.**

**Support: Supported by Mr. Erlewein**

**RESULT: Motion carried.**



 **ADMINISTRATIVE APPROVAL FOR DISTRIBUTION**