

APPROVED

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING

*Kent District Library Service Center*

814 W River Center NE – Comstock Park MI 49321

Thursday, February 21, 2008 - 4:30 p.m.

*Present: Shirley Bruursema, Charles Fry, Fran Gilcrest, Vickie Hoekstra,  
Joel Hondorp Carol Simpson, Sandra Wisniewski*

*Absent: Charles R. Myers*

*Guests: William Parris, Plainfield Charter Township Trustee*

I. CALL TO ORDER

The meeting was called to order by Chair Joel Hondorp at 4:35 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Item XB – Should have Action Item designation (asterisk). This is the second reading of recommended changes to KDL Policy Manual Section IV.

Items XA1 and XA2 – Should not be Action Items. These matters will be Action Items in March, along with KDL By-law revisions.

**Ms. Wisniewski moved for approval of the agenda as amended.**

**Supported by Mr. Fry.**

**Motion carried.**

IV. LIAISON REPRESENTATIVE COMMENTS

Bill Parris, Plainfield Township Trustee, reported that a commercial development project has been approved for Dodge Street and West River Drive. This will impact traffic in the area of the Service Center and the Comstock Park Branch.

V. PUBLIC COMMENTS

VI. FINANCE REPORTS – January 2008

Finance Director Sherry Bava reported that KDL will provide the Board with a KDL Endowment Fund and Annual Giving Fund Report to be included in the monthly financial reports.

**Ms. Bruursema moved to receive and file the January Financial Reports.**

**Supported by Ms. Simpson.**

**Motion carried.**

VII. LAKELAND LIBRARY COOPERATIVE REPORT – Martha Smart

At the February 14th LLC Board meeting, it was reported that LLC received a clean audit from The Rehamnn Group.

Interviews for the LLC Director will be conducted March 14-15.

The Board approved increasing delivery for those branches receiving 50 or more delivery bags per week. As a result, all but six of KDL's branches will resume 5-day delivery. Three-day delivery will continue at the Alpine, Alto, Englehardt, Sand Lake/Nelson Township, Spencer Township and Tyrone Township branches.

KDL will realize a savings in delivery costs for 2007, since it was announced that LLC will not charge for 3<sup>rd</sup> and 4<sup>th</sup> quarter delivery. This results from a less-than-expected cut in state aid to cooperatives.

VIII. APPROVAL OF MINUTES – January 17, 2008

A typographical error was noted in item XI.D.

**Mr. Fry moved to approve the minutes of January 17, 2008 as corrected.**

**Supported by Ms. Simpson.**

**Motion carried.**

IX. DIRECTOR'S REPORT – January 2008

Library Director Martha Smart reported that 163 staff members have completed the 23 Things initiative. Trustees were invited to attend the BeeDazzling Spellabration sponsored by the Literacy Council of West Michigan. Ms. Smart reported that the KDL Alliance of Friends contributed \$500 toward this event. Ms. Smart said that her Director's Report will now include information about the Fund Development Board. Branch statistics spanning several years have been provided to trustees about programming, staffing, circulation, visitors and square footage in all branches.

X. OLD BUSINESS

A. KDL Fund Development Board

The Director provided the Board with the Fund Development Board's Statement of Purpose and a document related to Fund Development Board Membership and Chair. Since these items are pertinent to proposed changes in the KDL By-laws, they will be brought to the KDL Board of Trustees as Action Items at its March meeting, together with the second reading of By-laws amendment language.

B. KDL Policy Manual Section IV: Facilities and Equipment (Policies 4.1 – 4.11)

**Ms. Wisniewski moved for approval of proposed changes to Section IV of the KDL Policy Manual.**

**Supported by Ms. Gilcrest.**

**Motion carried.**

XI. NEW BUSINESS

A. Striking of Delinquent Personal Property Taxes

Tax striking in excess of \$2,000 is brought to the KDL Board for approval. Ms. Smart is asking for striking of tax revenue from the City of Walker in the amount of \$5,314.97 and the City of Kentwood in the amount of \$4,766.71.

**Ms. Wisniewski moved that, in accordance with Section 211.56a of the Michigan Compiled Laws, City of Walker personal property taxes in the amount of \$5,314.97 and City of Kentwood personal property taxes totaling \$4,776.71 and delinquent for five years be stricken from the tax rolls for the City of Walker and the City of Kentwood.**

**Supported by Ms. Hoekstra.**

**Motion carried.**

B. Issue Analysis – Business Ethics Center

Ms. Smart reported a donor wishes to contribute \$50,000 to establish and maintain the Willis John Nelson Center for Business Ethics (Business Ethics Center) at the East Grand Rapids Branch. The gift is in the form of common stock. \$9,000 of this gift would be used immediately to purchase books, shelving, furniture and a computer. The remainder will be invested with interest used each year to purchase materials for the Center. To bring this to fruition, two resolutions are necessary: one to establish and maintain the center for Business Ethics and another to establish a cash securities account for the purchase and sale of stocks, bonds, options and/or other securities, commodities and commodity futures.

**A motion to establish and maintain the Willis John Nelson Center for Business Ethics subject to terms and conditions in the proposed resolution was offered by Charles Fry and seconded by Carol Simpson.**

**Yeas: 7**

**Nays: 0**

**Absent: 1**

**The resolution was adopted.**

APPROVED

**A motion to establish a cash securities account with Merrill, Lynch, Pierce, Fenner & Smith, Incorporated, for the purchase and sale of stocks, bonds, options and/or other securities, commodities, and commodity futures subject to the terms and conditions in the proposed resolution was offered by Shirley Bruursema and seconded by Sandra Wisniewski.**

**Yeas: 7**

**Nays: 0**

**Absent: 1**

**The resolution was adopted.**

**C. Kent District Library Board By-laws Change**

A recommendation to amend the Kent District Library By-laws will be brought to the board for action at its March meeting. The amendment is necessary to include language about advisory boards.

**XII. LIAISON REPRESENTATIVE COMMENTS**

Bill Parris, Plainfield Township Trustee, reported that the Plainfield Township Board approved continuance of the DDA for Comstock Park.

**XIII. PUBLIC COMMENTS**

**XIV. MISCELLANEOUS CORRESPONDENCE**

**XV. BOARD MEMBER COMMENTS**

Charles Fry – Requested that an agenda item be added for the March meeting of the KDL Board of Trustees related to Library Millages as Dedicated Funds. This request was supported by trustees Hoekstra and Simpson.

Carol Simpson – Distributed and discussed a decision making tool she developed regarding whether KDL should participate in or opt out of DDAs and CIAs.

**XVI. MEETING DATES:**

*Next Meeting: Thursday, March 20, 2008 –KDL Byron Township Branch - 4:30 p.m.*

**XVII. ADJOURNMENT**

The meeting adjourned at 5:35 p.m.

  
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(CAROL JEAN SIMPSON, KDL BOARD SECRETARY)