

APPROVED

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library Byron Township Branch
8191 Byron Center Ave SW – Byron Center, MI 49315
Thursday, March 20, 2008 - 4:30 p.m.

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

*Guests: Don R. Hilton Sr., Gaines Township Supervisor; Audrey Nevins, Byron
Township Supervisor*

I. CALL TO ORDER

The meeting was called to order by Chair Joel Hondorp at 4:30 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

The Director asked that the agenda be amended to reverse Old Business, Items A and B.

Ms. Simpson moved for approval of the agenda as presented.

Supported by Ms. Bruursema.

Motion carried.

IV. LIAISON REPRESENTATIVE COMMENTS

The Chair recognized several Byron Township students in the audience.

V. PUBLIC COMMENTS

Byron Township Supervisor Audrey Nevins asked that her request for KDL's operating budget for the Byron Township Branch facility be provided.

VI. BRANCH MANAGER'S REPORT – Marie VanFleet

Byron Township Branch Manager Marie VanFleet reported on branch activity. Last year there were 146,000 branch visitors and 7,300 participants in branch programs. Ms. VanFleet said she is grateful for the support provided by the township and for the good relationship the library has with area schools.

VII. FINANCE REPORTS – February 2008

Mr. Myers asked whether expenses can be shared when trustees attend conferences that benefit other organizations, such as Lakeland Library Cooperative.

Ms. Simpson moved to receive and file the February Financial Reports.

Supported by Mr. Fry.

Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT – Martha Smart

At its March 13, 2008, Board Meeting, the Lakeland Library Cooperative reported that it now has the ability to electronically send customers with fines in excess of \$40 to a collection agency.

Four finalists will be interviewed for the LLC Director position on April 4.

LLC approved a revision of its delivery policy.

LLC purchased a new server, and the web server will become the training server so that new software releases can be tested before loading them on the production server.

- IX. APPROVAL OF MINUTES – February 13, 2008 and February 21, 2008
Ms. Bruursema moved to approve the minutes of February 13 and February 21, 2008.
Supported by Ms. Simpson.
Motion carried.
- X. DIRECTOR’S REPORT – February 2008
Library Director Martha Smart reported on a successful All Staff Day at the Prince Conference Center, February 26th.
Ms. Smart introduced Eric DeHaan as KDL’s new Communications Manager.
Ms. Simpson complimented the Director on allowing Service Center staff to assist at branches after All Staff.
There was discussion about rescheduling All Staff Day to coincide with President’s Day.
- XI. OLD BUSINESS
- A. Kent District Library By-Laws Change
The Director proposed amending the Kent District Library By-laws to provide for the establishment of Advisory Committees.
A motion to adopt a Resolution to amend the Kent District Library Board of Trustee Bylaws, adopted on February 19, 1998, to provide for Advisory Boards was offered by Ms. Simpson and seconded by Ms. Hoekstra.
Yeas: Bruursema, Fry, Gilcrest, Hoekstra, Hondorp, Myers, Simpson, Wisniewski
Nays: 0
The resolution was adopted.
It was agreed to bring the KDL By-laws back to the Board at a future meeting to correct typographical errors in the existing document.
- B. KDL Fund Development Board
1. Statement of Purpose
 2. Fund Development Board Membership and Chair
- Trustees asked to receive information regarding Fund expenses. KDL trustees also discussed the importance of keeping Fund Development Board membership open ended to allow for participation and leadership from donors who may wish to play an active role. Finally, there was discussion surrounding the two efforts of the Development Fund—the endowment and annual giving.
A motion to approve the Kent District Library Fund Development Board Statement of Purpose and members was offered by Mr. Fry and supported by Mr. Myers.
Motion carried.
- B. Library Millage as Dedicated Funds
Mr. Hondorp said adoption of a policy stating that KDL’s library millage funds are exempt from capture will still require the KDL Board to act on tax capture requests in the future and expressed his concern that the policy before the Board would serve no purpose.
- Mr. Fry said that he is not pleased with the Resolution, because it is not as strong as his original proposal. His intent was to formulate a policy that would eliminate trustees from having to discuss tax captures each time they were presented.
Ms. Hoekstra moved to call the question.
Supported by Ms. Simpson.
Motion carried: 7 to 1. Mr. Myers voted against.
- A motion to adopt a Resolution to adopt KDL Policy 4.10, Capture of KDL Millage, to exempt Library Millage from capture by Authorities to the extent permitted by law was offered by Mr. Fry and seconded by Ms. Hoekstra.**
Yeas: Bruursema, Gilcrest, Hoekstra, Simpson, Wisniewski
Nays: Fry, Hondorp, Myers

The resolution was adopted.

XII. NEW BUSINESS

A. Issue Analysis – Enhanced Retirement Savings Plan

Human Resources Director Brian Mortimore brought forth an issue analysis to implement a retirement savings program with employer contribution incentives for participation consistent with a provision of the labor contract and the 2008 Business Plan.

A motion to adopt a Resolution to adopt the Enhanced Retirement Savings Plan, change providers from ICMA to Waddell & Reed for its Enhanced Retirement Savings Plan and utilize Kushner & Company as the Administrative Services Provider was offered by Ms. Wisniewski and seconded by Mr. Myers.

Yeas: Bruursema, Fry, Gilcrest, Hoekstra, Hondorp, Myers, Simpson, Wisniewski

Nays: 0

The resolution was adopted.

B. Request to close Krause Memorial Branch for Start of Summer Parade – June 14, 9:30 am – 1 pm.

Mr. Myers moved to close the Krause Memorial Branch for the Start of Summer Parade on June 14, 2008 from 9:30 a.m. to 1:00 p.m.

Supported by Ms. Hoekstra.

Motion carried.

C. Section V: Budget and Finance (Policies 5.1 – 5.9)

Library Director Martha Smart noted two proposed changes in the Budget and Finance section of the KDL Policy Manual.

Policy 5.2, Contracting for Goods & Services and Works of Improvement: Proposal to raise the limit for purchases by the Director and Finance Director, authorizing them to make purchases for all items when the cost per item is under \$5,000. For purchases when the cost per item exceeds \$5,000 and is under \$10,000, the Director and Finance Director will be authorized to make purchases after obtaining a minimum of three quotations.

Policy 5.4, Petty Cash: proposed change to add, “The funds are to be used for small miscellaneous purposes.” Trustees discussed the need to revise policy 5.8, NSF Check Return Fee to raise the NSF fee to \$30. Ms. Bruursema asked that the Finance Director report how many checks are returned on an annual basis.

XIII. LIAISON REPRESENTATIVE COMMENTS

Gaines Township Supervisor Don Hilton, Sr. requested information regarding the cost of operating the Gaines Township Branch. He spoke about the importance of cooperation between the governmental unit and KDL and asked trustees to reconsider any policy that exempts KDL taxes from capture by an Authority within the KDL service area.

XIV. PUBLIC COMMENTS

XV. MISCELLANEOUS CORRESPONDENCE

XVI. BOARD MEMBER COMMENTS

Mr. Myers – Said although trustees are currently concerned with the issue of tax captures as a revenue loss, the Board has a history of recovering from financial challenges.

Ms. Simpson – Enjoyed the Spellabration celebration to support the Literacy Center of West Michigan and spoke positively about the book club and author conference calls at the Sand Lake/Nelson Township Branch.

Ms. Bruursema – Acknowledged that Congressman Vern Ehlers received an award from the American Library Association regarding his stimulus package for librarians in public schools.

Mr. Hondorp – Asked that requests for information regarding the operation of the Byron Township and Gaines Township Branches be provided as soon as possible.

XVII. MEETING DATES:

Next Meeting: Thursday, April 17, 2008 –Englehardt Branch Library - 4:30 p.m.

XVIII. ADJOURNMENT

The meeting adjourned at 6:10 p.m.

Carol Jean Simpson

CAROL JEAN SIMPSON, KDL BOARD SECRETARY