

APPROVED

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library Service Center
814 West River Center Dr. NE, Comstock Park, MI 49321
Thursday, July 17, 2008 - 4:30 p.m.

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

Absent: *Joel H. Hondorp*

Guests: *Bill Parris, Plainfield Township Trustee
Marie Brill, BDO Seidman Representative*

I. CALL TO ORDER

The meeting was called to order by Vice Chair Shirley Bruursema at 4:33 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion: Mr. Fry moved for approval of the agenda as amended to reverse the order of points A & B under Section XII (New Business) as well as to add an additional meeting date (*Budget Work Session, Thursday, August 28, 2008*) under Section XVI (Meeting Dates).

Support: Supported by Ms. Gilcrest

Discussion: None

RESULT: Motion carried unanimously.

IV. LIAISON REPRESENTATIVE COMMENTS

None

V. PUBLIC COMMENTS **

None

VI. FINANCE REPORTS – June 2008

Library Director Martha Smart, per KDL Policy 5.2 (Contracting for Goods & Services and Works of Improvement) notified the Board of a purchase of landscaping work for the exterior of the Service Center building at a cost of \$6,510.76 from J.P. Landscaping.

Motion: Ms. Bruursema moved to receive and file the June Financial Reports.

Support: Supported by Ms. Wisniewski

Discussion: None

RESULT: Motion carried unanimously.

VII. LAKELAND LIBRARY COOPERATIVE REPORT – Martha Smart

At its July 10, 2008 meeting, the LLC Board continued its discussion of the budget for the next fiscal year (10-1-08 to 9-30-09). The Advisory Council and Finance Committee moved the proposed budget forward to the LLC Board. The Board will take up the issue at its August 14, 2008 meeting thereby providing an additional month for the procurement of health insurance quotes. The Cooperative set a record for circulation in the month of June 2008—1,200,000 items were circulated during the month (which is 8-1/2% higher than any previous month on record).

VIII. APPROVAL OF MINUTES – June 19, 2008

Motion: Ms. Simpson moved to approve the minutes of June 19, 2008.

Support: Supported by Mr. Myers

Discussion: None

RESULT: Motion carried unanimously.

IX. **DIRECTOR'S REPORT** – June 2008

Director Smart highlighted KDL's LSTA grant application. Additionally, she offered a brief description of the new KDL staff "Supplemental Leave Bank." Lastly, Ms. Smart highlighted the success of the KDL Summer Reading Club (SRC). After just four weeks, the 2008 SRC had more participants sign-up than during the entire summer of 2007.

X. **OLD BUSINESS**

None

XII. **NEW BUSINESS**

A. Audit Report – BDO Seidman

Ms. Brill, BDO Seidman Manager, presented the audit report. The Kent District Library received an unqualified opinion.

Motion: Mr. Myers moved to approve, receive, and file the audit report.

Support: Supported by Ms. Simpson.

Discussion: None

RESULT: Motion carried unanimously.

B. Issue Analysis – Service Center Learning Lab Furnishings

Director Smart explained that the furnishings are recommended for purchase as part of the learning lab expansion. Ms. Simpson asked why KDL selected the second lowest bid, West Michigan Office Interiors, and Ms. Nagel (KDL Training Manager) explained that the lowest bid (as placed by Interface) was incomplete.

Motion: Ms. Gilcrest moved to accept the West Michigan Office Interiors bid of \$11,189.83 as proposed.

Support: Supported by Ms. Wisniewski.

Discussion: None

RESULT: Motion carried unanimously.

C. KDL Policy Manual – Section 5: Budget and Finance (Policy 5.11) [FIRST READING]

Section 5.11 – Director Smart explained that this is a new policy and refers to appropriate ethics in fundraising and, if adopted, would add two additional documents to the appendix of the manual ([1] Code of Ethical Principles and Standards & [2] A Donor Bill of Rights).

--Mr. Myers inquired whether the KDL Fund Board approved of these documents and Mr. Fry indicated that the Fund Board gave its approval.

D. KDL Policy Manual – Section 6: Personnel (Policies 6.5 – 6.12.2) [FIRST READING]

Policy 6.8.2 – Change to allow funding for KDL employees seeking community organization memberships.

--Mr. Myers commented that KDL employees seeking such memberships should be active members.

Policy 6.11 – Change to increase tuition reimbursement for KDL employees from \$500 to \$750 per employee per year.

Policy 6.12 – Changes to clarify the KDL employee conference attendance policy.

--Ms. Bruursema indicated a preference of the term "employment duties" in replacement of the term "job duties."

XII. **LIAISON REPRESENTATIVE COMMENTS**

Mr. Bill Parris, Plainfield Township Trustee, reported increased construction in Comstock Park due

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to White Pine Trail improvements, which could increase dust and dirt in the area. He also noted his positive experience in receiving library services from Nancy Mulder at the Comstock Park branch.

XIII. PUBLIC COMMENTS **

None

XIV. MISCELLANEOUS CORRESPONDENCE

Director Smart introduced Andy Saur, the new KDL Service Center Administrative Assistant I, to the Board.

XV. BOARD MEMBER COMMENTS

Ms. Simpson: Asked if all the individual branch reports used for the local municipality annual report presentations could be sent to the board members.

Mr. Myers: Suggested that KDL should consider instituting a review process for major vendors/service providers (e.g., lawyers, auditor, etc.). Further, he suggested a website change such that KDL Board of Trustee members are not listed first on the page of library contacts. Finally, he thanked his fellow board members for taking his place at some of the recent municipality annual report presentations.

Ms. Bruursema: Noted that she will report on her experiences at the 2008 ALA Conference at the August board meeting. She highlighted an article about Unique Management Services, Inc. Lastly, she called attention to a news story from the most recent episode of *Nightline*, which indicated one way to save money during the current economic difficulties in the U.S. was to get a library card and begin using it. Ms. Bruursema suggested that the increased circulation and attendance numbers at KDL libraries may be due to the present economic downturn.

Mr. Fry: Reminded those in attendance of the sculpture (in memory of Helen Lewis) being unveiled at the Cascade branch on Friday, July 25, 2008 at 10 a.m.

Ms. Gilcrest: Told a personal story about how using the library to obtain books on Alaska allowed her to connect more deeply with friends who recently returned from an Alaskan cruise.

XVI. MEETING DATES

Next Meeting:

Thursday, August 21, 2008 – Kentwood Branch – 4:30 p.m.

Budget Work Session:

Thursday, August 28, 2008 – Service Center – 4:30 p.m.

XVII. ADJOURNMENT

The meeting adjourned at 5:20 p.m.

* Requires Action

** According to Kent District Library Board of Trustee Bylaws, Article VI, Item 6.12, "Public comments will be limited to 3 minutes per person or group and 15 minutes per subject."


CAROL JEAN SIMPSON, KDL BOARD SECRETARY