

APPROVED

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library Kentwood Branch
4700 Kalamazoo Avenue SE – Kentwood, MI 49508
Thursday, August 21, 2008 – 4:30 p.m.

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

Absent: *Vickie Hoekstra*

I. CALL TO ORDER

Chair Joel Hondorp called the meeting to order at 4:32 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

**Ms. Wisniewski moved for approval of the agenda as presented.
Supported by Ms. Gilcrest.
Motion carried.**

IV. LIAISON REPRESENTATIVE COMMENTS – None

V. PUBLIC COMMENTS – None

VI. BRANCH MANAGER'S REPORT – Cheryl Cammenga

Kentwood Branch Manager Cheryl Cammenga announced that a new library facility will be built in the City of Kentwood to open in 2010. She reported that a design RFP will be sent in September for the project, which will be a multi-story building near the Kentwood City Hall. In 2008, the Kentwood Branch circulation has increased 6% and Summer Reading Club participation rose by 31%. The branch is a busy and vital part of the community.

VII. FINANCE REPORTS – July 2008

Ms. Simpson inquired how KDL planned on absorbing the additional and unplanned costs of a recent tax tribunal refund. Ms. Bava replied that KDL had received a penal fine payment in excess of forecast and it would cover the additional cost. Rev. Fry asked for clarification regarding the wording of the audit. Ms. Bava replied that the new Statements of Auditing Standards have specific requirements about the communication of audit findings. For example, the term "posted adjustments" has been replaced with the term "misstatements."

**Mr. Myers moved for approval of the July 2008 Finance Reports.
Supported by Ms. Simpson.
Motion carried.**

VIII. LAKELAND LIBRARY COOPERATIVE REPORT – Martha Smart

Ms. Smart reported several action items from the August 14th LLC Board meeting:

- 1) Next year's LLC board meeting calendar was approved, with ten of the meetings to be held at the KDL Service Center, a central location;
- 2) LLC will continue with Blue Cross/Blue Shield for the next fiscal year;
- 3) LLC will no longer charge bank fees to member libraries for money received when customers pay fines and fees online;
- 4) A budget adjustment was approved for fiscal year 2008, and the 2009 fiscal year budget was approved;
- 5) Rehmann Robson will continue as the LLC auditor for two more years;
- 6) The ILS Study Committee recommended that LLC not investigate a new ILS or online catalog system in the coming year.

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Trustee Fry asked whether KDL has input in the design of ILS software that better meets our needs. Library Director Martha Smart reported that we have a membership with the Innovative ILS study group and as such, KDL has input on the national level to prioritize the most important initiatives on which Innovative will work.

IX. APPROVAL OF MINUTES – July 17, 2008

Ms. Simpson moved for approval of the July 17, 2008 minutes as presented.

Supported by Mr. Fry.

Motion carried.

X. DIRECTOR'S REPORT – July 2008

Library Director Martha Smart reported that the Kentwood Branch staff was very involved in the July 4th parade, which was referenced on the evening of the library millage vote.

Ms. Smart reported on the fantastic results from this year's Summer Reading Club: 19,700 young people participated, up 4,300 from last year. Of these, 10,190 completed the program, an increase of 1,700.

Teens read 61,000 books this summer, and 318 teen crew members volunteered 5,182 hours of service.

Finally, 41,000 people attended 993 programs at the Kent District Library this summer.

Trustee Fry asked the Director to commend the staff on behalf of the KDL Board.

XI. OLD BUSINESS

A. KDL Policy Manual – Section 5: Budget and Finance (Policy 5.11)

B. KDL Policy Manual – Section 6: Personnel (Policies 6.5 – 6.12.2)

Ms. Bruursema moved for approval of the revision of Policy 5.11, KDL Fundraising, and the inclusion of the AFP Code of Ethical Principles and Standards and Donor Bill of Rights as Appendices to the KDL Policy Manual; and for approval of revisions to Policies 6.8.1, Professional Association/Community Organization Memberships, 6.11, Tuition Reimbursement, and 6.12, Conference Attendance – Staff.

Supported by Ms. Gilcrest.

Motion carried.

XII. NEW BUSINESS

A. DDA Request – Township of Ada

Ms. Bruursema moved to exempt KDL taxes from capture in the development area of the Downtown Development Authority of Ada Township as described in Exhibit A and in keeping with the business practice followed by the Kent District Library with regard to such tax captures.

Supported by Ms. Simpson.

Roll call vote:

Yeas: Bruursema, Fry, Gilcrest, Simpson, Wisniewski.

Nays: Hondorp, Myers.

Absent: Hoekstra.

The motion carried and the Resolution is adopted.

B. Budget Adjustment #1

Finance Director Sherry Bava presented the first budget adjustment for this fiscal year and stated that KDL is the recipient of an increase in penal fines over the budgeted amount.

Mr. Fry moved to approve Budget Adjustment #1 for 2008.

Supported by Ms. Simpson.

Motion carried.

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XIII. LIAISON REPRESENTATIVE COMMENTS – None

XIV. PUBLIC COMMENTS – None

XV. MISCELLANEOUS CORRESPONDENCE

XVI. BOARD MEMBER COMMENTS

Ms. Bruursema – Reported that Caledonia Township is currently conducting a capital campaign for a new library facility. The Committee will be proposing that the Township conduct a millage election for the new library in February 2008. She reported that Pamela VanderPloeg is working closely on this project. Ms. Bruursema also commented on the City of Kentwood's victorious millage campaign to build a new library.

Mr. Myers – Commented on the beautiful ceremony to unveil the Cascade Branch's new sculpture. He also reported on the due diligence efforts of the KDL Pension Board, of which Mr. Myers is Chair, regarding the Pension Board actuary and periodic vendor review.

Ms. Simpson – Thanked administration for distributing the individual branch annual reports to trustees. She requested information about KDL Fund Board's public relations efforts and asked that the information be available to trustees for use when communicating with officials from the municipalities.

Ms. Simpson questioned the timing of the posting of fines and fees and was told that material is backdated if returned at the close of business but not checked in until the next business day.

XVII. MEETING DATES:

Ms. Smart reported that the Budget Work Session will include light refreshments.

Thursday, August 28, 2008 – KDL Service Center – 4:30 p.m. – Budget Work Session

Thursday, September 18, 2008 – Wyoming Branch Library – 7:00 p.m.

XVIII. ADJOURNMENT

The meeting adjourned at 5:20 p.m.


CAROL JEAN SIMPSON, KDL BOARD SECRETARY