

# APPROVED

## MINUTES

KENT DISTRICT LIBRARY BOARD MEETING  
*Kent District Library Service Center*  
814 West River Center Dr. NE, Comstock Park, MI 49321  
Thursday, October 15, 2009 – 4:30 p.m.

Present: Shirley Bruursema, Charles Fry, Fran Gilcrest, Vickie Hoekstra, Charles R. Myers, Scott E. Petersen, Carol Simpson

Absent: Denise VanEck (telephone participant)

I. CALL TO ORDER

Chair Shirley Bruursema called the meeting to order at 4:33 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

The agenda was revised to include a discussion of the director evaluation process (Item XI, Subpoint D).

**Motion: Ms. Simpson moved for approval of the agenda as revised.**

**Support: Supported by Mr. Petersen.**

**RESULT: Motion carried.**

IV. LIAISON REPRESENTATIVE COMMENTS – None

V. PUBLIC COMMENTS

Shirley Bruursema announced that she was honored with the CDS Service Award from her previous employer Creative Dining Services. The award recognized her volunteer service to libraries. Along with receiving a commemorative plaque, the award winner selects a charity to receive a \$500 donation from Creative Dining Services. Trustee Bruursema chose the KDL Endowment Fund to receive this donation.

VI. FINANCE REPORTS – September 2009

Library Director Martha Smart noted a revision in the financial statements to include expenditures in the capital fund versus the operating fund for the staff computer workstation upgrade as approved by the Board at its September meeting. Revised September finance reports were distributed to the Board.

**Motion: Mr. Fry moved to receive and file the revised September 2009 finance reports.**

**Support: Supported by Mr. Petersen.**

**RESULT: Motion carried.**

VII. LAKELAND LIBRARY COOPERATIVE REPORT

Library Director Martha Smart noted the following motion items which were approved at the September 24, 2009 LLC Board meeting:

- A new pension plan policy;
- Fiscal year 2009-2010 LLC Director goals;
- Fiscal year 2009-2010 LLC budget, which may require revision once state aid is set by the State Legislature;
- Withdrawal of JC Wheeler Library (Martin, MI) from the Lakeland Library Cooperative;
- Withdrawal of Grand Rapids Public Library (GRPL) from the LLC delivery service. GRPL will use its own trucks and staff for deliveries;
- Lease of two new vehicles for delivery;
- Bylaw revisions; and
- A resolution concerning the governor's Executive Order 2009-36 and state aid to libraries.

Library Director Smart noted that at the October 8, 2009 LLC Board meeting, new LLC Board officers were elected with Shirley Bruursema being selected as Vice President. Additionally, Martha Smart was appointed to the LLC Finance Committee and Shirley Bruursema to the LLC Personnel Committee. Director Smart also reported that LLC's Plan of Service revisions were approved by the State Library of Michigan. The following motion items were approved at the October meeting:

- Insurance coverage for fiscal year 2009-2010;
- Designation of Flagstar Bank as LLC's fund depository for fiscal year 2009-2010;
- Designation of The Rehmann Group as LLC's independent auditor for fiscal year 2009-2010; and
- Designation of authorized signatures for LLC during fiscal year 2009-2010.

VIII. APPROVAL OF MINUTES – September 17, 2009

The minutes were revised under Item XIII (New Business), Subpoint C (Issue Analysis – Learning Management System) to include the annual fee for the learning management system software license.

**Motion: Ms. Gilcrest moved for approval of the September 17, 2009 minutes as revised.**

**Support: Supported by Mr. Myers.**

**RESULT: Motion carried.**

IX. DIRECTOR'S REPORT – September 2009

Library Director Martha Smart highlighted the following items from her report:

- The Patron Services Department (centralized call center) started receiving calls on September 1<sup>st</sup> and by the end of the month was answering calls for five branches and the Service Center. The plan is to have all branch phone calls answered by Patron Services by the end of November. Reaction from branch staff has been positive as it has reduced their workload.
- KDL's senior management will begin a study of reciprocal borrowing (i.e., the number of KDL materials borrowed by walk-in customers from other Lakeland Library Cooperative libraries) including its cost to KDL and impact on staff workload. LLC has also convened a special committee to study reciprocal borrowing. KDL is currently providing over 50% of all reciprocal borrowing in LLC and over 80% of reciprocal borrowing for Grand Rapid Public Library patrons; this amounts to over 2,000,000 KDL items circulated through reciprocal borrowing. Senior management will keep the Board apprised with regard to key statistics and information as it surfaces throughout the course of the study.

X. OLD BUSINESS – None

XI. NEW BUSINESS

A. Communications Department Report

Communications Manager Eric DeHaan noted that the goal of the Communications Department is to leverage KDL's resources to illustrate the value of the library to our communities and stakeholders. His report included an introduction of his staff and a review of the department's current and future projects.

B. KDL Policy Manual – Section 6: Personnel (Policies 6.4.6; 6.5 – 6.12)

Library Director Martha Smart introduced the proposed policy changes by noting that most are meant to clarify language and not change meaning. Trustee Hoekstra inquired as to why the bereavement leave policy (6.7.4) differentiates between in-laws and one's own father, mother, etc. HR Director Brian Mortimore noted that the differentiation in this policy stems from the current labor agreement.

C. Request to close the Krause Memorial Branch

**Motion: Ms. Gilcrest moved to close the Krause Memorial Branch to the public from October 26 – November 1, 2009 for painting and carpet replacement.**

**Support: Supported by Ms. Hoekstra.**

**RESULT: Motion carried.**

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### D. Director Evaluation Process

In accordance with library director's evaluation timeline, Secretary Simpson distributed blank copies of the director evaluation form to the Board and provided additional details concerning the evaluation process. The Board tabled a further discussion of this process until its November meeting.

XII. LIAISON REPRESENTATIVE COMMENTS – None

XIII. PUBLIC COMMENTS – None

XIV. MISCELLANEOUS CORRESPONDENCE – None

### XV. BOARD MEMBER COMMENTS

Mr. Fry: Encouraged Trustees attending the “Novel Experience” event to wear their KDL name badge.

Ms. Bruursema: Noted that she will attending ALA Executive Board meetings in Chicago and conducting trustee educational workshops in Saugatuck and Grand Haven.

### XVI. MEETING DATES:

*Next Meeting: Thursday, November 19, 2009 – KDL Alpine Township Branch – 4:30 p.m.*

### XVII. CLOSED SESSION – Collective Bargaining Strategy

**Motion**: Ms. Hoekstra moved at 5:55 p.m. to meet in closed session pursuant to section 8(c) of the Open Meetings Act for the purpose of discussing the collective bargaining strategy.

**Support**: Supported by Ms. Simpson.

Roll call taken by the Secretary:

Ms. Bruursema – Yes

Ms. Hoekstra – Yes

Ms. Simpson – Yes

Mr. Fry – Yes

Mr. Myers – Yes

Ms. VanEck – Absent

Ms. Gilcrest – Yes

Mr. Petersen – Yes

**RESULT**: Motion carried 7-0.

**Motion**: Mr. Petersen moved to adjourn the closed session and resume the regular Board Meeting at 6:45 p.m.

**Support**: Supported by Mr. Fry.

**RESULT**: Motion carried.

### XVIII. ADJOURNMENT

**Motion**: Ms. Hoekstra moved for adjournment at 6:46 p.m.

**Support**: Supported by Mr. Fry.

**RESULT**: Motion carried.

  
CAROL JEAN SIMPSON, KDL BOARD SECRETARY