

**APPROVED – REVISED**

**MINUTES**

KENT DISTRICT LIBRARY BOARD MEETING  
*Kent District Library Service Center*  
814 West River Center Dr. NE, Comstock Park, MI 49321  
Thursday, October 20, 2011 – 4:30 p.m.

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

Absent: None

Guest: Karen Small, *Circulation Manager – Wyoming Branch*

- I. CALL TO ORDER  
Chair Charles R. Myers called the meeting to order at 4:30 p.m.
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA  
**Motion: Ms. Hoekstra moved to approve the agenda as presented.**  
**Support: Supported by Ms. Weller.**  
**RESULT: Motion carried.**
- IV. LIAISON REPRESENTATIVE COMMENTS – None
- V. PUBLIC COMMENTS – None
- VI. FINANCE REPORTS – September 2011  
Finance Director Sherry Bava reviewed the finance reports for September.  
**Motion: Ms. Hoekstra moved to receive and file the September 2011 finance reports as presented.**  
**Support: Supported by Ms. Simpson.**  
**RESULT: Motion carried.**
- VII. LAKELAND LIBRARY COOPERATIVE REPORT  
Director Lance Werner noted that at the October 13, 2011 LLC Board meeting, the Board approved a number of motions related to annual housekeeping matters such as the designation of fund depositories, authorized signatures, and auditor and insurance providers for fiscal year 2011-2012. Additionally, the Board elected its officers for FY2011-2012 with Shirley Bruursema to serve as President, Marty Ferriby as Vice-President, Tom Genson as Secretary, and Claire Sheridan as Treasurer.  
  
The Board also approved the early adopter agreement with Innovative Interfaces for the Sierra ILS platform in replacement of the current Millennium ILS platform. Sierra will utilize the same database of information as does Millennium (since both are Innovative Interfaces products), but will offer libraries additional functionalities as well as some of the freedoms of open source ILS software. LLC will pay for the new platform by utilizing a mix payment plan including Capital Replacement Fund monies and equal payments by those member libraries utilizing the software. KDL's cost will be approximately \$3,000. LLC will likely transition to Sierra no sooner than fall 2012.
- VIII. APPROVAL OF MINUTES – September 15, 2011  
**Motion: Ms. Simpson moved to approve the minutes of September 15, 2011 as presented.**  
**Support: Supported by Ms. Bruursema.**  
**RESULT: Motion carried.**

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IX. DIRECTOR'S REPORT – September 2011

Director Werner highlighted the following items from his report:

- Twelve managers have completed the PLA *Turning the Page 2.0* library advocacy training;
- Logins into KDL's wireless network continue to increase at a significant rate and could outpace public computer logins as soon as next year;
- Year-to-date eBook circulation is up over 385% when compared to 2010;
- KDL and Grand Rapids Public Library staff members continue to meet together in order to brainstorm partnership opportunities between the two libraries; and
- KDL was one of six libraries in Michigan selected to participate in the *Measuring Library Outcome Project*. Cheryl Garrison, Assistant Director for Central Services, is overseeing the project and will represent KDL on a panel to discuss the project at the Michigan Library Association's Director's Summit on October 25<sup>th</sup>.

Director Werner also thanked the Board and staff for their efforts in completing 27 annual reports to our municipal partners. Finally, he thanked Janice Fonger, KDL Development Coordinator, as well as all staff involved in the successful *KDL Celebrates* event on October 18<sup>th</sup>. He concluded with a special word of thanks to Trustee Penny Weller for her efforts in baking 200 cupcakes for the event.

Chair Myers acknowledged his fellow Trustees for their perfect attendance record thus far in 2011 and thanked them for their diligence in attending Board meetings.

X. OLD BUSINESS

A. Memorandum of Understanding: Pension Plan Actuarial & Legal Services

Chair Myers noted that the memorandum of understanding seeks to make clear that the Pension Board has the authority to select the Pension Plan actuarial and legal service providers. He thanked Pension Board Trustee Henry Vry for his efforts leading to the development of this document.

**Motion: Mr. Petersen moved to approve the Memorandum of Understanding as presented and to authorize Secretary Simpson to endorse the document on behalf of the Board.**

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

**RESULT: Motion carried.**

B. KDL Policy Manual – Policy 3.3: Public Relations

**Motion: Ms. Simpson moved to approve the proposed changes to Policy 3.3 of the Policy Manual as presented.**

**Support: Supported by Ms. Bruursema.**

**RESULT: Motion carried.**

XI. NEW BUSINESS

A. Appointment of the 2012 Fund Development Board Chair

Director Werner noted that Shelley Irwin has served as the Fund Development Board Chair for two years and that Maureen Fitzgerald Penn looks to step into this role in 2012.

**Motion: Ms. Bruursema moved to appoint Maureen Fitzgerald Penn as the 2012 Fund Development Board Chair.**

**Support: Supported by Ms. Weller.**

**RESULT: Motion carried.**

B. 2012 Board of Trustees Meeting Schedule

**Motion: Ms. Hoekstra moved to approve the 2012 KDL Board of Trustees meeting schedule as presented.**

**Support: Supported by Ms. Weller.**

**RESULT: Motion carried.**

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C. KDL Policy Manual – Section 5: Budget and Finance

The Board discussed the proposed revisions to Section 5 of the Policy Manual and suggested a further grammatical change to Policy 5.10. This policy section, inclusive of all changes, will be presented for a second reading at the November 17, 2011 meeting.

D. Issue Analysis: Personal Identification Numbers (PINs) for Self Check-Out

Director Werner noted that at the September 15, 2011 meeting, the Board requested this formal issue analysis detailing the benefits and drawbacks of adding a PIN requirement at KDL's self check-out terminals. Michelle Boisvenue-Fox (Assistant Director for Public Services) and Sherry Bava (Finance Director) spoke to the staff experience and financial realities associated with stolen library cards. Karen Small (Circulation Manager) provided details concerning the patron experience with the pilot PIN project currently underway at the Wyoming Branch.

The Board discussed the issue analysis and agreed that protecting patron accounts is of utmost importance to the library. They concluded by discussing how the PIN requirement will be communicated with library users and what KDL can do to encourage patrons to protect their PIN.

**Motion: Mr. Petersen moved to approve the implementation of a PIN requirement at all KDL self check-out terminals effective January 4, 2012.**

**Support: Supported by Ms. Bruursema.**

**RESULT: Motion carried.**

E. Director Evaluation Process

Trustee Simpson reviewed the director evaluation process as detailed in the evaluation timeline. She distributed the Board Survey and encouraged the Board to contact her with any questions. The Board discussed the evaluation process and agreed that a review of the process would be valuable following the completion of this year's evaluation. Chair Myers thanked Trustee Simpson for her efforts and willingness to compile the documents again this year.

F. Trustee Educational Opportunities

The Board discussed the importance of trustee education through attendance at conferences and workshops as well as their fiduciary responsibility to keep within the budget set for these educational undertakings.

G. Trustee Board Assignments

Chair Myers noted that he requested this item to be added to the agenda so the Board could discuss the potential development of a formalized process to review Board assignments; this would provide Trustees with a regular opportunity to express interest in serving, or ending service, on an Advisory Board or the LLC Board. The Board agreed that a formalized process would be helpful and that they would like to continue this discussion at the November meeting. They also expressed interest in appointing a Trustee to serve on the Alliance of Friends Board.

XII. LIAISON REPRESENTATIVE COMMENTS -- None

XIII. PUBLIC COMMENTS -- None

XIV. MISCELLANEOUS CORRESPONDENCE

Director Werner read correspondence from the Governor's Office in response to the Board's letter concerning the potential elimination of Michigan's Personal Property Tax.

XV. BOARD MEMBER COMMENTS

The Board thanked staff and all those involved in hosting the *KDL Celebrates* event on October 18<sup>th</sup>. Trustees who attended the celebration expressed how much they enjoyed the party and that they appreciated the opportunity to have hands on experience with some of the new technology highlighted there.

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Chair Myers noted that KDL benefits greatly from Director Werner's legal knowledge as a licensed attorney in the State of Michigan. In light of this fact, Chair Myers encouraged the Board to consider approving the ongoing payment of Director Werner's annual State Bar dues to maintain his attorney status in Michigan. The cost of the 2011-2012 dues is \$315.

**Motion: Mr. Fry moved to approve the annual payment of Director Lance Werner's State Bar of Michigan membership dues henceforth for the term of Mr. Werner's employment at Kent District Library.**

**Support: Supported by Ms. Weller.**

**RESULT: Motion carried.**

XVI. MEETING DATES:


*Regular Meeting: Thursday, November 17, 2011 – KDL Gaines Township Branch – 4:30 p.m.*

XVII. ADJOURNMENT

**Motion: Mr. Petersen moved for adjournment at 6:32 p.m.**

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

**RESULT: Motion carried.**

  
CAROL JEAN SIMPSON, KDL BOARD SECRETARY