

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING

Kent District Library Gaines Township Branch

421 68th St. SE, Grand Rapids, MI 49546

Thursday, November 17, 2011 – 4:30 p.m.

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

Board Absent: None

Staff Present: Sherry Bava, Ruth Bever, Michelle Boisvenue-Fox, Jan DeVries, Cheryl Garrison, Sandy Graham, Brian Mortimore, Cathy Neis, Andy Saur, Lance Werner

Guests Present: Jan Damsteegt and Jason DeJong, *Destination College Savings Winners*
Andrew Erlewein, *City of Rockford Citizen*

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. Bruursema moved to approve the agenda as presented.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

IV. LIAISON REPRESENTATIVE COMMENTS – None

V. PUBLIC COMMENTS – None

VI. BRANCH MANAGER'S REPORT

Gaines Township Branch Manager Cathy Neis provided a brief update on branch facility changes and activities. She noted that the branch acquired some used furniture when the Kentwood Branch moved to its new building last year. This included public computer tables and book display shelving. Gaines Township also purchased 18 new computer chairs for the branch. Additionally, the branch's teen area received a facelift with the installation of new seating and shelving. As for branch activities, the library held many successful programs during the year including a genealogy program for adults and a well-attended "Stuffed Animal Sleepover" for kids. Looking ahead, the branch will launch its KDLville early literacy play space in May 2012.

VII. FINANCE REPORTS – October 2011

Finance Director Sherry Bava reviewed the October finance reports. She noted that the final budget adjustment for 2011 will be in December and that she expects the fund balance at year-end to be approximately 17.7%.

Motion: Mr. Fry moved to receive and file the October 2011 finance reports as presented.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Director Lance Werner noted the following motions items which were approved at the November 10, 2011 LLC Board meeting:

- Affirmation of the current LLC Plan of Service for fiscal year 2011-2012 with no changes; and
- Pursuit of a grant opportunity for the Reference USA online database.

IX. APPROVAL OF MINUTES – October 20, 2011

The Board discussed including in the minutes a list of KDL staff members who attended the meeting. The Board unanimously agreed to this addition for all future minutes. With regard to the minutes of October 20, 2011 in particular, they were revised under Item VI (Finance Reports) to note that Finance Director Sherry Bava offered a review of the September 2011 finance reports.

Motion: Ms. Simpson moved to approve the minutes of October 20, 2011 as revised.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

X. DIRECTOR'S REPORT – October 2011

Director Werner highlighted a number of items from his report including the following:

- The number of KDL cardholders continues to increase and is nearing 225,000;
- Five KDL staff members presented at the Michigan Library Association Annual Conference; and
- The KDL Leadership Team will undertake a half-day retreat in December for the purpose of leadership development and team building.

Lance also announced that KDL was designated as a "Star Library" by the *Library Journal* for a second straight year. Only two other libraries in Michigan received this honor in 2011 (i.e., the Ann Arbor District Library and the Benzie Shores District Library). Lance also reported that the Spencer Township Branch recently received a \$25,000 bequest from a thankful patron.

Chair Myers highlighted the Trustee attendance sheet noting the Board's perfect attendance thus far in 2011. He applauded his fellow Trustees for their efforts.

XI. OLD BUSINESS

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

Motion: Ms. Simpson moved to approve the proposed changes to Section 5 of the Policy Manual as presented.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

B. Trustee Board Assignments

The Board discussed the value of Trustee participation on the KDL Alliance of Friends Board and Trustees Hoekstra and Simpson expressed interest in serving on this Board.

By consensus, the Board agreed to an annual review of Trustee board assignments to be undertaken during the December Board meeting. Having so agreed, the 2012 board assignments will be reviewed at the December 15, 2011 meeting.

XII. NEW BUSINESS

A. Presentation: *Destination College Savings* Contest Winner

Director Werner presented Jan Damsteegt and her son Jason DeJong with a check for \$1,500 for being selected as one of twelve statewide winners of the "Destination College Savings" contest sponsored by the Michigan Education Savings Program, Michigan Education Trust, and Library of Michigan Foundation. The winning entry was submitted through KDL's Gaines Township Branch, which also received \$1,000.

B. Presentation: Use of QR [Quick Response] Internet Scan Codes for Materials Advisory

Jan DeVries (Adult Paraprofessional) and Sandy Graham (Branch Manager) presented their KDL University Leadership Institute project on QR codes and materials advisory. They explained how QR codes work using a smart phone or an internet-enabled tablet device that has a camera. By scanning a code, people are directed to a website, a video, or other online content.

Libraries use QR codes in a number of ways including on signs in the stacks, posters in the lobby, as part of special displays, or even on the library website to provide patrons with additional information. KDL plans on using QR codes to expand our materials advisory service by guiding patrons to suggested reading

lists, read-alike lists, and videos featuring recommendations from our very own staff and patrons. The project has already started in a number of branches with all 18 KDL branches expected to incorporate more QR codes in signs, posters, etc. in the coming months.

C. KDL Policy Manual – Policy 2.1.4: Non-Resident Cards

The Board suggested no additional changes to Policy 2.1.4. The policy will be presented for a second reading at the December 15, 2011 meeting.

D. KDL Board of Trustee Bylaw Review

The Board suggested a grammatical change to Article 6.3 of the Bylaws and discussed the possibility of substituting an alternative to Robert's Rules of Orders to govern library Board proceedings as detailed in Article 8.0. Director Werner indicated that he would provide the Board with information on other popular rule structures used to govern meetings. The Board will continue its review of the Bylaws at the December 15, 2011 meeting.

E. Resolution: Health Insurance Funding

Human Resources Director Brian Mortimore explained that the resolution before the Board comes in response to requirements set forth in the Publicly Funded Health Insurance Contribution Act (MI Public Act 152 of 2011). The Act stipulates that public employers, like KDL, cannot pay more than 80% of employee health insurance costs.

The Act provides employers with one of two methods to calculate its contribution to employee health insurance. The first is a hard cap formula that requires the employer to regularly readjust contributions throughout the plan year as employees are added to or depart from the plan, or change their level of coverage. The second is a simplified 80/20 formula whereby the employer elects to not pay more than 80% of the total annual cost of employee health insurance. Mr. Mortimore recommended the 80/20 method of calculation for KDL as it establishes an employee contribution rate for all levels of coverage (i.e., single, double, or family) at the beginning of the year with no further changes until premiums adjust the following year.

The Board discussed the options before them and asked questions of Mr. Mortimore regarding the pros and cons of each method of calculation.

Motion: Mr. Fry moved to approve the resolution regarding the Publicly Funded Health Insurance Contribution Act (Public Act 152 of 2011 ["PA 152"]), which resolves that Kent District Library elects to comply with the 80% limitation in Section 4 of PA 152 for medical benefit plan coverage years beginning on or after January 1, 2012.

Support: Supported by Ms. Bruursema.

Roll call by the Secretary:

Ms. Bruursema – Yes

Mr. Fry – Yes

Ms. Hoekstra – Yes

Mr. Myers – Yes

Ms. Simpson – Yes

Mr. Petersen – Yes

Ms. Weller – Yes

RESULT: Motion carried 7-0.

F. Request for Late Opening of the Wyoming Branch on December 16, 2011

Motion: Ms. Hoekstra moved to open the Wyoming Branch at 1:00 p.m. on Friday, December 16, 2011 to accommodate the rearrangement of the adult non-fiction collection.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

G. Director's Evaluation – Request for December Closed Session

Director Werner requested a closed session at the December meeting for the purpose of discussing his performance evaluation.

Motion: Ms. Hoekstra moved to call a closed session at the December 15, 2011 KDL Board of Trustees meeting to discuss the Director's evaluation.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

XIII. LIAISON REPRESENTATIVE COMMENTS – None

XIV. PUBLIC COMMENTS

Ruth Bever, KDL Collection Services Assistant, noted that she recently completed training on SkyRiver, KDL's new bibliographic records software. She thanked the Board for its support in instituting this new software which will make the cataloging process easier for staff.

Andrew Erlewein, a citizen from the City of Rockford, inquired if KDL planned on publicizing the special state income tax credit for donations to public libraries, which ends on December 31, 2011. Director Werner indicated that information about the tax credit is included on the KDL website as well as in the latest editions of the Kaleidoscope and KDL's eNewsletter.

XV. MISCELLANEOUS CORRESPONDENCE – None

XVI. BOARD MEMBER COMMENTS

Ms. Bruursema: Noted that she participated in the well-attended KDLville ribbon cutting party at the Kentwood Branch on November 15th. Indicated that she has had a busy month providing five millage workshops for five different LLC member libraries. Initiated a discussion about Michigan Library Association (MLA) memberships for Trustees noting that, in light of the fact that Director Werner is the MLA President-Elect, it would be appropriate for all KDL Board members to have a MLA membership. The Board discussed the matter and agreed that such a membership would be beneficial.

Motion: Ms. Bruursema moved to approve the purchase of an annual Trustee membership to the Michigan Library Association for each KDL Board member including the ongoing renewal of this membership for the period of the Board member's term.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

Mr. Fry: Thanked the staff for the thorough 3rd Quarter Strategic Plan Update included in the Board packet. Also recognized Director Werner's many successful achievements as detailed in the 2011 Library Director Accomplishments document.

Mr. Myers: Asked that the minutes reflect that the Board reviewed the results of the 3rd Quarter Strategic Plan Update as well as the 2011 Library Director Accomplishments and the 2012 Library Director Goals.

Ms. Simpson: Asked that the delivery schedule for branch holiday baskets be distributed to the Board so that interested Trustees can attend as desired.

Director Werner concluded with a special word of appreciation for Trustee Simpson's excellent presentation on closed sessions at the recent Friends of Michigan Libraries' Trustee Workshop. Trustee Simpson indicated that she will send the Board the handouts from the presentation.

XVII. MEETING DATES:

Regular Meeting: Thursday, December 15, 2011 – KDL Service Center – 4:30 p.m.

XVIII. CLOSED SESSION

Motion: Ms. Bruursema moved at 6:05 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. Hoekstra.

Roll call by the Secretary:

Ms. Bruursema – Yes

Mr. Fry – Yes

Ms. Hoekstra – Yes

Mr. Myers – Yes

Ms. Simpson – Yes

Mr. Petersen – Yes

Ms. Weller – Yes

RESULT: Motion carried 7-0.

APPROVED

Motion: Ms. Simpson moved at 6:42 p.m. to adjourn the closed session and resume the Regular Board Meeting.

Support: Supported by Mr. Petersen.


RESULT: Motion carried.

XIX. ADJOURNMENT

Motion: Mr. Petersen moved for adjournment at 6:43 p.m.

Support: Supported by Ms. Weller.

RESULT: Motion carried.


CAROL JEAN SIMPSON, KDL BOARD SECRETARY