

APPROVED

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library Service Center
814 West River Center Dr. NE, Comstock Park, MI 49321
Thursday, December 17, 2009 – 4:30 p.m.

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

Absent: Vickie Hoekstra

Guests: Brent Slay, *KDL Fund Development Board Chair*

I. CALL TO ORDER

Chair Shirley Bruursema called the meeting to order at 4:34 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion: Ms. VanEck moved for approval of the agenda as presented.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

IV. LIAISON REPRESENTATIVE COMMENTS – None

V. PUBLIC COMMENTS

Chair Shirley Bruursema presented KDL Fund Board Chair Brent Slay with a commemorative plaque on behalf of the KDL Board of Trustees and thanked him for his two years of service on the Fund Board.

VI. FINANCE REPORTS – November 2009

Motion: Mr. Myers moved to receive and file the November 2009 finance reports.

Support: Supported by Mr. Fry.

RESULT: Motion carried.

VII. LAKELAND LIBRARY COOPERATIVE REPORT

Library Director Martha Esch noted the following motion items were approved at the December 15, 2009 LLC Board meeting:

- A Temporary Patron Registration Policy;
- An amendment to the Non-Resident Policy such that non-resident card holders are allowed to place holds on only those materials owned by the library issuing the card (KDL does not issue non-resident cards);
- An Underfunded Contract Service Area Policy which stipulates that patrons residing in a contract service area are allowed to place holds on only those materials owned by their participating library if the contract service area supports that library with less than 0.3 mil on local taxable value. This policy will be implemented by July 1, 2010.

Due to increasing demands on the sorting and delivery functions of the Cooperative and decreasing state aid funds to address these demands, the LLC Director convened a study group to discuss reciprocal borrowing and interlibrary loans within the Cooperative. Director Esch and Trustee Bruursema both participated in this study group, which presented its recommendations to the LLC Board at its December meeting. In response to these recommendations, the LLC Board approved a motion to investigate with Innovative Interfaces, the Millennium software vendor, whether it is possible to reorganize the loanrule

table within Millennium to allow holds for local patrons only. A second motion also passed to reconsider the elimination of reciprocal returns in conjunction with the findings of the aforementioned investigation.

VIII. APPROVAL OF MINUTES – November 19, 2009

Motion: Ms. Simpson moved for approval of the November 19, 2009 minutes as presented.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

IX. DIRECTOR'S REPORT – November 2009

Library Director Martha Esch highlighted the Patron Services Department update from her report and noted the graph detailing the types of phone calls received in November.

X. OLD BUSINESS – None

XI. NEW BUSINESS

A. Appointment of the Fund Development Board Chair

Motion: Mr. Myers moved to appoint Shelley Irwin as Fund Development Board Chair effective January 1, 2010 through December 31, 2010.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

B. Sustainability Report

Michelle Boisvenue-Fox, Gaines Township Branch Manager and a member of the KDL Sustainability Team, reported on KDL's sustainability efforts including actions taken in 2009 to support sustainability and next steps to encourage green thinking at KDL.

C. KDL Policy Manual – Section 1: Collection and Reference (Policies 1.1 – 1.7)

Library Director Esch provided an overview of the suggested changes to Section 1 of the Policy Manual. Trustee Bruursema encouraged the standardization of the term "materials" in Policy 1.2.

D. Year End Budget Adjustment

Director Esch expressed her pleasure in presenting a balanced 2009 budget to the Board and thanked staff for their efforts in making this possible.

Motion: Mr. Fry moved to approve the 2009 year end budget adjustments as proposed.

Support: Supported by Ms. Gilcrest.

RESULT: Motion carried.

E. Issue Analysis – Banking Services

Library Director Martha Esch distributed an updated Issue Analysis to the Board and noted that the proposed cost for banking services decreased to \$7,100 annually. Huntington National Bank was the only bank to submit a proposal in response to KDL's RFP.

Motion: Ms. VanEck moved to approve the four year banking services contract with Huntington National Bank as recommended.

Support: Supported by Mr. Fry.

RESULT: Motion carried 6-0 (Myers abstains).

F. Election of Officers

Ms. Bruursema called for nominations for Chair.

Mr. Fry nominated Shirley Bruursema as Chair.

Ms. Bruursema closed nominations for Chair.

Motion: Ms. Simpson moved to approve Shirley Bruursema as Chair.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

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Ms. Bruursema called for nominations for Vice Chair.

Mr. Myers nominated Charles Fry as Vice Chair.

Ms. Bruursema closed nominations for Vice Chair.

Motion: Ms. Simpson moved to approve Charles Fry as Vice Chair.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

Ms. Bruursema called for nominations for Secretary.

Mr. Myers nominated Carol Simpson as Secretary.

Ms. Bruursema closed nominations for Secretary.

Motion: Mr. Myers moved to approve Carol Simpson as Secretary.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

Ms. Bruursema called for nominations for Treasurer.

Ms. Simpson nominated Charles Myers as Treasurer.

Ms. Bruursema closed nominations for Treasurer.

Motion: Mr. Fry moved to approve Charles Myers as Treasurer.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

XII. LIAISON REPRESENTATIVE COMMENTS – None

XIII. PUBLIC COMMENTS – None

XIV. MISCELLANEOUS CORRESPONDENCE

Director Esch circulated a thank you note from the Sand Lake/Nelson Township Branch staff in appreciation of the holiday basket they received from the Board.

XV. BOARD MEMBER COMMENTS

Mr. Fry: Noted that he will be participating in the January 21, 2010 Board meeting via telephone.

Mr. Myers: Inquired as to whether it would be helpful to visitors if staff parked behind the Service Center on those days when public computer classes are offered. Director Esch will follow up on this suggestion.

Ms. Bruursema: Noted that she will be attending the ALA Mid-Winter Meeting in Boston in January.

XVI. MEETING DATES:

Next Meeting: Thursday, January 21, 2010 – KDL Service Center – 4:30 p.m.

XVII. CLOSED SESSION

Motion: Mr. Fry moved at 5:35 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 and conducting the Director's annual performance evaluation.

Support: Supported by Mr. Petersen.

Roll call by the Secretary:

Ms. Bruursema – Yes

Ms. Hoekstra – Absent

Ms. Simpson – Yes

Mr. Fry – Yes

Mr. Myers – Yes

Ms. VanEck – Yes

Ms. Gilcrest – Yes

Mr. Petersen – Yes

RESULT: Motion carried.

Motion: Mr. Fry moved to adjourn the closed session and resume the Regular Board Meeting at 6:52 p.m.

Support: Supported by Ms. Gilcrest.

RESULT: Motion carried.

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XVIII. DIRECTOR'S ANNUAL PERFORMANCE AND COMPENSATION

Chair Shirley Bruursema will meet with Library Director Esch at a later date to discuss the Director's annual performance appraisal. Director compensation will be discussed by the Board at a later date.

XIX. ADJOURNMENT

Motion: Mr. Fry moved for adjournment at 7:07 p.m.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.


CAROL JEAN SIMPSON, KDI BOARD SECRETARY