

# APPROVED

## MINUTES

### KENT DISTRICT LIBRARY BOARD MEETING

#### *Kent District Library Service Center*

814 West River Center Dr. NE, Comstock Park, MI 49321

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

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

**Absent:** None

**Guests:** Sheri Glon, *KDL Webmaster*  
Lori Holland, *Wyoming Branch Manager*  
Karen Small, *Wyoming Branch Circulation Manager*

#### I. CALL TO ORDER

Chair Charles R. Myers called the meeting to order at 4:31 p.m.

#### II. PLEDGE OF ALLEGIANCE

#### III. APPROVAL OF AGENDA

The agenda was revised to include an item under Old Business (Item X) regarding access to social networking websites at the Wyoming Branch.

**Motion:** Mr. Petersen moved to approve the agenda as revised.

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

**RESULT:** Motion carried.

#### IV. LIAISON REPRESENTATIVE COMMENTS – None

#### V. PUBLIC COMMENTS – None

#### VI. FINANCE REPORTS – January 2011

**Motion:** Ms. Simpson moved to receive and file the January 2011 finance reports as presented.

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

**RESULT:** Motion carried.

#### VII. LAKELAND LIBRARY COOPERATIVE REPORT

Trustee Bruursema noted the following items which were approved at the February 10, 2011 LLC Board meeting:

- a resolution to forward the Plan of Service revisions to the Library of Michigan;
- LLC bylaw amendments;
- a fiscal year 2010-2011 fund balance allocation amendment;
- the fiscal year 2011-2012 menu services formulas;
- the division of charges for the shared Integrated Library System (Millennium) with costs split 50% per capita and 50% equally among member libraries utilizing Millennium; and
- a directive that the Finance Committee develop the fiscal year 2011-2012 budget such that state aid funds are applied to only those LLC services in which all member libraries participate.

#### VIII. APPROVAL OF MINUTES -- January 20, 2011

**Motion:** Mr. Fry moved to approve the minutes of January 20, 2011 as presented.

**Support:** Supported by Ms. Gilcrest.

**RESULT:** Motion carried.

IX. INTERIM DIRECTOR'S REPORT – January 2011

Assistant Director for Public Services Michelle Boisvenue-Fox highlighted the following items from the Interim Director's Report:

- The Caledonia Township Branch held a ribbon cutting ceremony for the new building on February 12<sup>th</sup> with over 1,000 guests visiting the branch throughout the day. The new building has been well received by the public.
- Circulation of KDL's electronic items (eBooks, eAudiobooks, and eMusic) increased 277% in 2010 signaling a noteworthy shift in patron demand for these items.
- The new self check-in drop boxes at the East Grand Rapids, Plainfield Township, and Wyoming Branches have been working successfully for two weeks. The Cascade Township Branch will be the next to receive this technology.

Chair Myers noted that it would be helpful to see a regular report of visitor counts as this would offer a broader picture of library use.

X. OLD BUSINESS

A. Accessing Social Networking Websites at the Wyoming Branch

Trustee Hoekstra provided a brief history concerning access to social networking websites at the Wyoming Branch indicating that currently only six of the forty public Internet computers allow access to popular social networking sites. Since the branch is experiencing less congestion at the computers and had no computer related disturbances in 2010, KDL is recommending that the remaining 34 computers be reconfigured to allow access to these websites. Wyoming Branch Manager Lori Holland received support for this reconfiguration from Wyoming City Officials with the understanding that filters could be reinstated should disturbances increase. Branch Manager Holland also noted that there are no plans to change the security guard's hours.

**Motion: Ms. Hoekstra moved that the remainder of the public Internet computers at the Wyoming branch be configured to allow access to social networking websites with the understanding that staff will bring this matter back before this Board should incidents of disturbance involving these computers significantly increase.**

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

**RESULT: Motion carried.**

XI. NEW BUSINESS

A. Presentation: KDL Intranet Overview

Sheri Glon, KDL's Webmaster, provided a brief overview of the staff Intranet site. She noted that the site was redesigned in 2010 and highlighted its improved functionality including document storage and communication features.

B. KDL Policy Manual – Section 1: Collection and Reference (First Reading)

The Board reviewed the suggested changes to Policy Section 1 and recommended additional revisions to Policies 1.1, 1.4, and 1.5. This policy section, inclusive of all changes, will be presented for a second reading at the March 17, 2011 meeting.

C. 2011 Board Retreat

The Board discussed the possibility of holding a retreat this year and agreed that it should be issue-driven and explore topics important to the Board. A retreat would also provide an ideal opportunity to build connections with the new library director. Chair Myers will begin laying groundwork for the retreat and Board members were encouraged to contact him with ideas or suggestions prior to the next meeting.

XII. LIAISON REPRESENTATIVE COMMENTS – None

- XIII. PUBLIC COMMENTS – None
- XIV. MISCELLANEOUS CORRESPONDENCE – None
- XV. BOARD MEMBER COMMENTS
- Ms. Bruursema: Reminded the Board that the Friends of the Michigan Library Trustee Alliance will hold a training workshop on Thursday, April 28<sup>th</sup> at the Kentwood branch. Chair Myers and Kentwood Mayor Richard Root will provide opening remarks. Trustee Simpson will be one of the guest presenters. Registration forms will be distributed in the next few weeks.
- Mr. Fry: Highlighted the newly published KDL Fund brochure which was distributed to the Board and encouraged his fellow Trustees to pass along a copy to those in their sphere of influence.
- Ms. Gilcrest: Noted her enjoyment of the new Caledonia Township Branch building.
- Ms. Hoekstra: Thanked the Board for their consideration and support of changes to the social networking website access at the Wyoming Branch.
- Mr. Myers: Congratulated Alto Branch Manager Sandy Graham on her 25 years of service to KDL and celebrated Joy Smith, President of the Friends of the Englehardt Library, who was recently named “Person of the Year” by the Lowell Area Chamber of Commerce.
- Mr. Petersen: Noted that he attended his first Pension Board meeting on February 16<sup>th</sup> and expressed his appreciation for the opportunity to serve on this Board.
- Ms. Simpson: Noted that some form of amplification system would be helpful during Board meetings so that both the Board and audience can clearly hear one another. Staff indicated that they would look into what technology is available taking into consideration cost and portability.
- XVI. MEETING DATES:
- Special Meeting (Director Search): Tuesday, March 1, 2011 – KDL Service Center – 8:30 a.m.*  
*Special Meeting (Director Search): Thursday, March 17, 2011 – KDL Service Center – Time TBD*  
*Regular Meeting: Thursday, March 17, 2011 – KDL Service Center – 4:30 p.m.*
- XVII. ADJOURNMENT
- Motion**: Ms. Hoekstra moved for adjournment at 5:53 p.m.  
**Support**: Supported by Mr. Petersen.  
**RESULT**: Motion carried.

  
CAROL JEAN SIMPSON, KDL BOARD SECRETARY