

MINUTES - REVISED

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library Plainfield Township Branch
2650 5 Mile Rd. NE, Grand Rapids, MI 49525 – (616) 647-3930
Tuesday, March 10, 2009 – 4:30 p.m.

Present: Shirley Bruursema, Charles Fry, Fran Gilcrest, Vickie Hoekstra, Charles R. Myers, Carol Simpson, Denise VanEck

Absent: Scott E. Petersen

Guests: Donna Rosa and Sharon Wells – Friends of the Plainfield Library
Cindy Burkle – Circulation Manager, Walker Branch
Marie VanFleet – Branch Manager, Byron Township Branch

I. CALL TO ORDER

Vice Chair Charles Fry called the meeting to order at 4:31 p.m. and Chair Shirley Bruursema assumed control of the meeting moments later.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

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

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

IV. LIAISON REPRESENTATIVE COMMENTS – None

V. PUBLIC COMMENTS – None

VI. BRANCH MANAGER'S REPORT – David Stracke

Plainfield Township Branch Manager David Stracke gave a brief history of the branch and noted that the township has provided great support to the library with regular maintenance of the facility as well as the undertaking of special projects. David Stracke also introduced Donna Rosa and Sharon Wells from the Friends of the Plainfield Library and thanked the Friends for their wonderful support including assistance with the purchase of furnishings and other materials. Lastly, he noted that the branch is becoming even busier with almost 3,800 people visiting the library on a single day in February.

VII. FINANCE REPORTS – February 2009

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

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT – Martha Smart

Library Director Smart noted that there was no Lakeland Library Cooperative report because the LLC Board had not yet held their March meeting.

IX. APPROVAL OF MINUTES – February 19, 2009

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

Support: Supported by Ms. VanEck.

RESULT: Motion carried.

X. DIRECTOR'S REPORT – February 2009

Library Director Martha Smart highlighted the new KDL system-wide guide entitled *Kaleidoscope*. Eric DeHaan, KDL Communications Manager, explained that the concept behind the new guide was to produce a comprehensive publication that combines information on library resources, programs, and initiatives all in one place. *Kaleidoscope* will be published quarterly.

Library Director Smart also introduced two KDL managers who will retire at the end of March – Cindy Burkle, Circulation Manager at the Walker Branch, and Marie VanFleet, Byron Township Branch Manager. Cindy has served KDL for 24 years and in that time pioneered KDL's *What's Next* publication for youth and provided dedicated public service with a smile. Marie VanFleet has served KDL for 15 years and has been an outspoken library champion for the Byron community. She was instrumental in the building of the new Byron Township Branch and helped develop KDL's babytime program.

XI. OLD BUSINESS

A. KDL Policy Manual – Section III: Special Services (Policies 3.1 – 3.4)

Motion: Ms. Gilcrest moved to approve the recommended changes to Policies 3.1 – 3.4 as proposed.

Support: Supported by Mr. Fry.

RESULT: Motion carried.

XII. NEW BUSINESS

A. KDL Policy Manual – Section IV: Facilities and Equipment (Policies 4.1 – 4.11)

Library Director Martha Smart noted that KDL's attorney is currently drafting language to make changes to the Acceptable Use Policy (Policy 4.6.1) and these changes will be brought before the Board at the April meeting.

Trustee Simpson noted a typographical error in the fourth paragraph of Policy 4.6.1 and also indicated that in Policy 4.11 the phrase "a minimum of two hours per week" did not get deleted the second time it appears in the second paragraph.

B. KDL Policy Manual – Section V: Budget and Finance (Policy 5.3 – Conflict of Interest – Board)

Library Director Smart noted that the addition of the Latin phrase "*et seq.*" in Policy 5.3 updates the policy to be inclusive of the entire law and not just the first section (15.321). By signing the Conflict of Interest statement, Trustees indicate that they have no conflict of interest with regard to contracts per the language of the law. The Board will act on this recommended policy change at their April meeting.

D. KDL Policy Manual – Section VI: Personnel (Policy 6.7.5 – FMLA)

Director Smart indicated that the updates in Policy 6.7.5 were necessary due to recent changes in the law. FMLA was expanded to include Military Care Leave increasing the benefit threshold by allowing for 26 weeks of leave time per year related to the care of those who become ill or injured as a result of active military duty. The recommended changes to Policy 6.7.5 have been reviewed by KDL's attorney.

Motion: Mr. Fry moved to approve the recommended changes to Policy 6.7.5 as proposed.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

XIII. LIAISON REPRESENTATIVE COMMENTS – None

XIV. PUBLIC COMMENTS – None

XV. MISCELLANEOUS CORRESPONDENCE

Library Director Martha Smart highlighted the policy position paper from the Michigan Library Association concerning library services in a restructured state government; this document was released in response to the Governor's recommendation to eliminate the Department of History, Arts, and Libraries. MLA is urging the Governor and Legislature to:

APPROVED

- Maintain library services within state government and keep their functions whole under the Library of Michigan in the Department of Education or Department of Management and Budget or Administrative Services.
- Maintain state aid to public libraries at \$10 million in 2009.
- Retain the position and role of the State Librarian.

Any changes will impact the budget year beginning October 2009. KDL's position is that any lessening of library presence in the state government will have a negative effect on public libraries and cooperatives in the state.

XVI. BOARD MEMBER COMMENTS

Mr. Myers: Attended a senior computer confidence class at the Englehardt Branch and found it instructive.

Ms. Bruursema: Distributed her report from the ALA midwinter conference. Noted that she will be leading a workshop in Bay City for library trustees later in March. Indicated that she is running as Incumbent for ALA's ALTAFF (Association of Library Trustees, Advocates, Friends and Foundations) Division Councilor and that voting for all ALA elections begins March 17. She encouraged all Board members to vote.

XVII. MEETING DATES:

Next Meeting: Thursday, April 16, 2009 – Spencer Township Branch – 4:30 p.m.

XVIII. ADJOURNMENT

The meeting was adjourned by Shirley Bruursema at 5:11 p.m.


CAROL JEAN SIMPSON, KDL BOARD SECRETARY