

APPROVED

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library Service Center
814 West River Center Dr. NE, Comstock Park, MI 49321
Thursday, March 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

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. Simpson 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. FINANCE REPORTS – February 2011

Motion: Ms. Hoekstra moved to receive and file the February 2011 finance reports as presented.

Support: Supported by Ms. Bruursema.

RESULT: Motion carried.

VII. LAKELAND LIBRARY COOPERATIVE REPORT

Interim Director Cheryl Garrison noted the following motions items which were approved at the March 10, 2011 LLC Board meeting:

- Bylaw changes; and
- Provision of health care insurance for employee Martha Pitchford.

Interim Director Garrison also highlighted a committee report from the LLC Advocacy Group which encouraged member libraries to allow for the possibility of no state aid when planning future budgets. The Group also stressed the importance of public education concerning library funding and indicated it will produce a flyer/bookmark on this subject which member libraries can distribute to patrons. Trustee Bruursema also indicated that the Advocacy Group shared a letter from a state legislator who requested measurable data highlighting the value of libraries in key areas like training and employment support. The Group will be compiling these statistics and supplying them to legislators and member libraries to aid in the lobbying effort.

VIII. APPROVAL OF MINUTES – February 17, 2011 (Special and Regular) and March 1, 2011

Motion: Ms. Simpson moved to approve the special and regular meeting minutes of February 17, 2011 as well as the minutes of March 1, 2011 as presented.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

IX. INTERIM DIRECTOR'S REPORT – February 2011

Interim Director Garrison answered questions concerning her report and raised a new topic not addressed

in her report regarding the annual menu services agreement that Lakeland Library Cooperative (LLC) requires member libraries to sign. This agreement asks each library to specify which LLC services it would like to use during the upcoming year (in this case, through September 2012). In light of the tenuous library funding situation in Michigan and the hiring of a new KDL director, Interim Director Garrison expressed her apprehension at signing the agreement without further direction from the Board. The Board held a brief discussion on the potential future of Michigan's cooperatives and agreed that further information was needed in order to appropriately select service options. Interim Director Garrison agreed to prepare this information and present it at the April 21st Board meeting.

Lastly, Trustee Bruursema recognized those employees listed in the Interim Director's Report who have worked at KDL in excess of 25 years.

X. OLD BUSINESS

A. KDL Policy Manual – Section 1: Collection and Reference (Second Reading)

Interim Director Garrison reviewed the proposed changes to Section 1 of the Policy Manual.

Motion: Mr. Fry moved to approve the proposed changes to Section 1 of the Policy Manual as presented.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

B. Issue Analysis: Reciprocal Borrowing Update

Interim Director Garrison noted that the topic of reciprocal borrowing was being brought back before the Board per their request from the August 2010 Board meeting. The updated issue analysis revealed that the number of items reciprocally borrowed from KDL in 2010 was reduced by 140,000 compared to 2009. Reciprocal borrowing is expected to continue to decline in 2011. The reduction in reciprocal borrowing is most likely explained by changes to Lakeland Library Cooperative policies in June 2010 concerning where patrons can pick-up hold items. In light of the continuing decline in reciprocal borrowing and the uncertainty regarding state library funding, the KDL Administration recommended that no limits be placed on reciprocal borrowing at this time.

Motion: Ms. Bruursema moved to maintain the Board's prior decision to place no limit on reciprocal borrowing and to revisit this topic again in six months.

Support: Supported by Mr. Fry.

RESULT: Motion carried.

C. KDL Board Retreat

Chair Myers indicated that he sought out two potential consultants to lead a Board retreat in 2011 and has heard back from one. While the process described by this consultant sounded ideal, he found the consultant's fee of \$6,000 to be cost prohibitive. The Board reiterated that its purpose for holding a retreat is to undertake a time of self-evaluation and to build a firm foundation with the new library director. The Board considered whether it would perhaps be more cost-effective to facilitate the retreat themselves. The Board also considered timing for the retreat agreeing that late summer or early fall would perhaps be optimal as this would allow time for the new director to familiarize himself with KDL. Chair Myers encouraged his fellow Trustees to contact him with further suggestions for the retreat and noted that the Board would continue this discussion at the next meeting.

XI. NEW BUSINESS

A. Striking Delinquent Personal Property Taxes

Motion: Ms. Bruursema moved that, in accordance with Section 211.56a of the Michigan Compiled Laws, City of Kentwood personal property taxes in the amount of \$4,782.76, which have been delinquent for five years, be stricken from the tax rolls for the City of Kentwood.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

B. Request to close the Englehardt Branch from April 18-23, 2011

Motion: Ms. Hoekstra moved to close the Englehardt Branch from April 18-23, 2011 for carpet replacement and other facility enhancements.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

C. Review of the 4th Quarter 2010 Strategic Plan Report

The Board thanked staff for preparing this special report and posed questions on how things like the library budget or LLC policies could impact KDL's ability to reach its strategic plan goals and objectives. Interim Director Garrison responded to the Board's questions in turn describing the potential influence of internal and external forces on KDL's efforts to reach its strategic plan targets.

XII. LIAISON REPRESENTATIVE COMMENTS – None

XIII. PUBLIC COMMENTS – None

XIV. MISCELLANEOUS CORRESPONDENCE

Chair Myers highlighted the Friends of the Michigan Libraries Trustee Alliance workshop registration forms distributed by Trustee Bruursema.

XV. BOARD MEMBER COMMENTS

Ms. Bruursema: Congratulated KDL on their second place finish in the Literacy Center of West Michigan's annual Spellabration spelling contest. Noted that the election for the American Library Association's President and Council Members is now underway and encouraged her fellow Trustees to vote by visiting the ALA website.

Mr. Myers: Noted the importance of posting signage at the Englehardt Branch as soon as possible to alert patrons to the branch closure for carpet replacement. Thanked the Board for their prompt attention to the emails and other correspondence exchanged throughout the director search process.

Mr. Petersen: Expressed his appreciation for the Board's commitment to seek a unanimous decision in the hiring of a new director. Thanked Dan and Jobeth Bradbury as well as the KDL staff and management for the time and effort they put into the director search.

Ms. Simpson: Asked if it would be helpful to receive feedback or suggestions from the director search consultants concerning KDL's search process. Chair Myers indicated that he would contact the Bradburys to see if they would be willing to offer an evaluation of the process.

XVI. MEETING DATES:

Regular Meeting: Thursday, April 21, 2011 – KDL Caledonia Township Branch – 4:30 p.m.

XVII. ADJOURNMENT

Motion: Ms. Hoekstra moved for adjournment at 5:29 p.m.

Support: Supported by Ms. Gilcrest.

RESULT: Motion carried.


CAROL JEAN SIMPSON, KDL BOARD SECRETARY