

## MINUTES

KENT DISTRICT LIBRARY BOARD MEETING  
*Kent District Library Spencer Township Branch*  
14960 Meddler Ave., Gowen, MI 49326 – (616) 984-5680  
Thursday, April 16, 2009 – 4:30 p.m.

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

Absent: None

Guests: Denise Biegalle – *Spencer Township Trustee*  
Dawn Lewis – *East Grand Rapids Branch Manager*

### I. CALL TO ORDER

Chair Shirley Bruursema called the meeting to order at 4:35 p.m.

### II. PLEDGE OF ALLEGIANCE

### III. APPROVAL OF AGENDA

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

**Support: Supported by Ms. Hoekstra.**

**RESULT: Motion carried.**

### IV. LIAISON REPRESENTATIVE COMMENTS

Denise Biegalle, a newly elected Trustee for Spencer Township, introduced herself and noted that she looks forward to working with KDL as a liaison. She inquired as to whether she could regularly receive the KDL Board agenda and minutes and Library Director Martha Smart indicated that KDL would gladly send those to her.

### V. PUBLIC COMMENTS – None

### VI. BRANCH MANAGER'S REPORT

Spencer Township Branch Manager Helen Kay Kennedy gave a brief history of the branch noting that in 2008 the branch celebrated its 10<sup>th</sup> anniversary. Over its ten year history, the branch has seen a 120% increase in visitors and a 160% increase in circulation. 62% of the township's residents now have a library card and 82% of teens in the township have a library card.

Ms. Kennedy also noted the current construction of a new township pavilion and park adjacent to the library building. She concluded her report by sharing some recent stories of how patrons have benefited from and shown their appreciation for the Spencer Township Branch.

### VII. FINANCE REPORTS – March 2009

Library Director Martha Smart noted the format changes to the financial statements concerning donor restricted funds and levied property taxes. Director Smart also indicated that KDL has moved \$500,000 into two Certificates of Deposit (\$250,000 per CD) in order to diversify KDL's accounts. This action was taken in response to the interest rate for the Kent County Pooled Fund dropping below 3%. The CDs were invested with Huntington Bank and Mercantile Bank.

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

**Support: Supported by Mr. Petersen.**

**RESULT: Motion carried.**

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Library Director Smart noted the following motion items which were approved at the April 9, 2009 LLC Board meeting:

- A new LLC plan of service document; this document will be brought before the KDL Board at its May meeting.
- The annual contract renewal with Innovative Interfaces, Inc. (III), which provides the Millennium ILS for LLC.
- Change of the LLC health care provider from Blue Cross/Blue Shield of Michigan to Priority Health. The dental insurance provider was changed from BC/BS to Guardian.

IX. APPROVAL OF MINUTES – March 10, 2009 and March 11, 2009

The minutes of March 10, 2009 were revised to reflect that Chair Shirley Bruursema assumed control of the meeting a few moments after the Call to Order.

**Motion: Mr. Fry moved for approval of the March 10, 2009 minutes as revised.**

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

**RESULT: Motion carried.**

**Motion: Ms. Simpson moved for approval of the March 11, 2009 minutes as presented.**

**Support: Supported by Ms. Hoekstra.**

**RESULT: Motion carried.**

X. DIRECTOR'S REPORT – March 2009

Library Director Martha Smart did not add anything to her written report, but opened the floor to Trustee comments or questions.

Trustee Simpson responded to a newspaper statement from Alpine Township Supervisor Alex Arends concerning the potential for a new Alpine Township library building. Director Smart indicated that Mr. Arends's comments were concerning his vision for the township, but that the township was not currently in a position to enact that vision. Pamela VanderPloeg, KDL Assistant Director of Public Services, indicated that KDL undertook a preliminary space needs study to determine what size library would best serve the Alpine Township community and noted that the results matched those of a similar study conducted by the township.

XI. OLD BUSINESS

A. KDL Policy Manual – Section 4: Facilities and Equipment (Policies 4.1 – 4.11)

**Motion: Mr. Myers moved to approve the proposed changes to Policies 4.1 – 4.11 excluding policy 4.6.1.**

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

**RESULT: Motion carried.**

B. KDL Policy Manual – Section 5: Budget and Finance (Policy 5.3)

**Motion: Ms. Simpson moved to approve the proposed changes to Policy 5.3 including the supporting Appendix XVIII.**

**Support: Supported by Mr. Petersen.**

**RESULT: Motion carried.**

XII. NEW BUSINESS

A. KDL Policy Manual – Section 4: Facilities and Equipment (Policy 4.6.1 – Acceptable Use Policy)  
Library Director Smart noted that KDL is applying for the first time to receive e-rate discounts from the federal government for Internet access and connection services. E-rate funds will likely provide KDL with an additional \$130,000 annually. In order to receive the discounts, KDL must comply with federal requirements set forth in the Children's Internet Protection Act (CIPA). CIPA states that no e-rate discounts may be used for Internet access unless the recipient operates filtering software on all of its computers providing Internet access. Currently, KDL complies with the State Library Privacy Act and

utilizes a filtering program to prevent minors from accessing certain content. Under CIPA, all KDL computers accessing the internet, including staff computers, must filter internet access to visual depictions that are obscene, child pornography, or harmful to minors (in the case of use by minors). Further, in 2003, the U.S. Supreme Court ruled that adult patrons must be provided with a mechanism for promptly disabling a CIPA filter upon request.

Changes to KDL's Acceptable Use Policy as distributed reflect the requirements under CIPA. Additionally, CIPA requires that a library provide a public hearing on the proposed Internet policy and filtering and this will occur at the May 21, 2009 Board meeting.

The Trustees proceeded to discuss the similarities and differences between the filtering requirements under CIPA and those which are currently in place for minors at all KDL branches and for limiting access to certain social networking sites at the Wyoming branch. Director Smart reiterated that under CIPA the filtering is specific to visual depictions and not text.

The Trustees inquired after the specific process an adult would take to disable the filter and Jim Bruxvoort, KDL's Information Technology Director, indicated that a staff member will have to manually disable the filter. The Trustees inquired as to the possibility of soliciting staff comments concerning this potential policy change and Director Smart indicated that comments could be brought before the Board at its May meeting.

**B. Request to Close Krause Memorial Branch for the Start of Summer Parade**

**Motion: Mr. Fry moved to close the Krause Memorial Branch for the Start of Summer Parade on June 13, 2009 from 9:30 a.m. to 1:00 p.m.**

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

**RESULT: Motion carried.**

**C. Shared Collection Report**

Pamela VanderPloeg, Assistant Director of Public Services, and Dawn Lewis, East Grand Rapids Branch Manager and a member of the Shared Collection Team, presented an update on the impact of the shared collection since its adoption in June 2007. Assistant Director VanderPloeg described the achievements of the shared collection including increased availability of the collection to the community, refreshed individual branch collections, increased weeding of worn and outdated materials, and reallocation of staff resources to customer service due to reduction of delivery workload. Ms. Lewis presented some of the challenges arising from the institution of a shared collection and the solutions undertaken to address those challenges.

The Trustees discussed LLC's holds policy (i.e., limiting holds to 10 items per library card) and its impact on KDL patron access to materials within the shared collection model. The Trustees discussed the positive and negative consequences that could result from increasing the holds limit.

Trustee Myers encouraged the sharing of this report with staff.

**D. Strategic Plan Service Response Goals**

Trustee Bruursema reviewed the Community Planning Committee's recommendations for library service responses for the KDL Strategic Plan and explained how the Committee chose these responses. Cheryl Garrison, KDL Assistant Director of Central Services, then described how goals were developed by KDL management staff to meet the chosen service responses. Each goal identifies a target audience and the benefit(s) resulting from its completion.

**Motion: Ms. VanEck moved to approve the strategic plan service response goals as presented.**

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

**RESULT: Motion carried.**

Assistant Director Garrison noted the next steps in the strategic planning process include establishing measurable objectives to meet the approved goals and then identifying specific activities that will support

those objectives. Staff will work through these steps during the months of May and June. Trustee Myers noted that KDL may need to reexamine its mission statement following the completion of the strategic planning process.

XIII. LIAISON REPRESENTATIVE COMMENTS – None

XIV. PUBLIC COMMENTS – None

XV. MISCELLANEOUS CORRESPONDENCE

Library Director Smart noted a patron thank you letter concerning Cascade Township Branch Manager Diane Cutler.

XVI. BOARD MEMBER COMMENTS

Ms. Simpson: Noted that the Sand Lake/Nelson Township Branch will again be a stop this year for the Michigan Notable Book Author Tour sponsored by the Library of Michigan. The event occurs on April 20<sup>th</sup> and features author Tom Springer. Trustee Simpson inquired as to whether having a display routing bag for Michigan notable authors might be another way to promote Michigan authors and this tour in particular. Lastly, she noted the passing of previous Spencer Township Trustee John Kelly, who was a long-time supporter of the library.

Mr. Myers: Noted his attendance at the PLA Spring Symposium and indicated that he will be attending the MAPERS (Michigan Association of Public Employee Retirement Systems) Conference in May as part of his responsibilities as Chair of the KDL Pension Board.

Ms. Hoekstra: Noted the Wyoming Branch's spring book sale occurring on Saturday, April 18<sup>th</sup>.

Mr. Petersen: Requested that, where possible, all Board packet materials be double-sided to further encourage a "greening" of KDL.

Ms. Bruursema: Noted that she will be attending Legislative Day in Washington D.C. in May and encouraged the Trustees to contact her with any ideas or suggestions they might like shared. Indicated that voting for ALA leadership positions is underway and closes on April 24, 2009.

XVII. MEETING DATES

*Next Meeting: Thursday, May 21, 2009 – KDL Service Center – 4:30 p.m.*

XVIII. ADJOURNMENT

The meeting was adjourned by Shirley Bruursema at 6:20 p.m.

  
CAROL JEAN SIMPSON, KDL BOARD SECRETARY