

APPROVED

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library Caledonia Township Branch
6260 92nd St., Caledonia, MI 49316
Thursday, April 21, 2011 – 4:30 p.m.

Present: Shirley Bruursema, Charles Fry, Fran Gilcrest, Vickie Hoekstra, Charles R. Myers (arrived at 4:38 p.m.), Scott E. Petersen, Carol Simpson, Penny Weller

Absent: None

I. CALL TO ORDER

Vice Chair Vickie Hoekstra called the meeting to order at 4:31 p.m. and Chair Charles R. Myers assumed control of the meeting at 4:38 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Agenda Item VI was revised to reflect that Michelle Boisvenue-Fox, Assistant Director for Public Services, would provide the Branch Manager's Report in replacement of Liz Guarino-Kozlowicz.

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. BRANCH MANAGER'S REPORT

Michelle Boisvenue-Fox welcomed the Board to the new 18,000 square foot Caledonia Township Branch building which opened on February 1, 2011. She noted that the community has embraced the new facility, which features two self check-out stations, 14 public computers, three quiet study rooms, a spacious local history room, a large community room, and a KDLville early literacy interactive play center. Local landscaping company *Harder & Warner* are donating their services for both the library's exterior landscaping and the creation of a special children's garden this spring. Assistant Director Boisvenue-Fox gave special recognition to the Community Building Committee, which was instrumental in the building of this new facility. She concluded her report by indicating that Cascade Township Branch Manager Diane Cutler will serve as the Interim Branch Manager in Caledonia while Liz Guarino-Kozlowicz is on leave.

VII. FINANCE REPORTS – March 2011

Motion: Ms. Bruursema moved to receive and file the March 2011 finance reports as presented.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Interim Director Cheryl Garrison noted the following motion items, which were approved at the April 14, 2011 LLC Board meeting:

- Extension of the Iserv data line contract for one additional year;
- A fund balance transfer of \$5,340 to cover HVAC repairs at LLC Headquarters;
- A new health insurance plan with Blue Cross Blue Shield of Michigan for eligible LLC employees beginning June 1, 2011;
- Authorization for LLC Director Sandra Wilson to meet with the director of the Big Rapids Community Library to discuss that library's possible membership in LLC;

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- Allocation of fiscal year 2011-2012 state aid monies with 50% going to delivery and 50% to administration; and
- Extension of the current LLC Affiliate Membership charge of \$125 for the 2011-2012 fiscal year.

IX. APPROVAL OF MINUTES – March 17, 2011 (Special and Regular)

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

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

X. INTERIM DIRECTOR'S REPORT – March 2011

Interim Director Garrison responded to Board member questions concerning her report. With regard to the Cisco phone system upgrade and improved call center statistical tracking software, the Board requested the possible inclusion of call center statistics on a quarterly basis in future Director's Reports. Interim Director Garrison indicated that she would pass along this request to Director Werner. She concluded her report by thanking the Board for the opportunity to serve as Interim Director.

XI. OLD BUSINESS

A. KDL Board Retreat

Chair Myers indicated that he had the opportunity to connect with Sandi Frost Parrish, who is a local consultant for non-profit organizations and Chair of the Kent County Board of Commissioners. As a person familiar with libraries, Ms. Frost Parrish could serve as a potential facilitator for a Board retreat. Her rate for this service is \$1,100 per day. Additionally, Chair Myers noted that the American Library Association offers training webinars for trustees at the cost of \$100 per class, should the Board have interest in undertaking some of these online courses. The Board discussed available options and expressed support for having Ms. Frost Parrish facilitate all or a portion of the retreat. The Board also reiterated a desire to have the new director, Lance Werner, attend part of the retreat.

The Board discussed meeting locations for the retreat and Chair Myers indicated that he found an inn in Lowell that may serve well. At a cost of \$125 for the day, the Board could rent two meeting rooms at the inn. The Board selected Tuesday, June 7th as its first choice retreat date with a day during the week of May 23rd serving as a backup option. Chair Myers will follow up with Ms. Frost Parrish and report back to the Board with a finalized date.

B. Lakeland Library Cooperative (LLC) Discussion

The Board discussed the LLC report provided by KDL Administration. Interim Director Garrison offered a brief update to the report, indicating that Michigan's Senate Appropriations Subcommittee recently voted to maintain library funding at its current level for the next fiscal year. The Senate's budget does not, however, include a separate line item for the Michigan eLibrary (MeL), which puts this service in jeopardy.

In response to the report, the Board discussed developing a contingency plan in case future budgetary cuts gravely impact Michigan's library cooperatives. The Board reiterated that maintaining the Integrated Library System (ILS) is of upmost importance in providing uninterrupted library service to our patrons. Maintaining some form of cooperation with other libraries in the area is also essential. As a first step in this contingency plan, the Board considered the idea of setting aside a portion of the unspent money from last year's budget as a reserve fund should KDL have to procure its own ILS.

Motion: Mr. Fry moved to transfer \$100,000 from the undesignated fund balance to a new contingency reserve fund.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

Additionally, the Board asked KDL Administration to prepare a report on ILS options in order to foster further Board discussion on this topic and to support the development of a defined contingency plan.

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XII. NEW BUSINESS

A. KDL Policy Manual – Policies 1.2 and 4.6.2 (First Reading)

Interim Director Garrison noted that the revisions to Policies 1.2 and 4.6.2 come at the request of KDL's auditors. The Board discussed the revisions and requested grammatical changes to Policy 4.6.2 to improve readability. Both policies, inclusive of all changes, will be presented for a second reading at the May 19, 2011 meeting.

B. KDL Policy Manual – Section 2: Circulation (First Reading)

Interim Director Garrison reviewed the suggested changes to Section 2 of the Policy Manual. The Board discussed the revisions and requested grammatical changes to Policies 2.1 and 2.4.1. This policy section, inclusive of all changes, will be presented for a second reading at the May 19, 2011 meeting.

C. Request for Late Opening of the Krause Memorial Branch on June 11, 2011

D. Request for Late Opening of the Gaines Township Branch on June 11, 2011

Motion: Ms. Hoekstra moved to open the Krause Memorial Branch at 1:00 p.m. and the Gaines Township Branch at 12:00 p.m. on Saturday, June 11, 2011 to accommodate community parades taking place near these branches.

Support: Supported by Ms. Bruursema.

RESULT: Motion carried.

E. New Director Orientation Discussion

The Board discussed the orientation process for new Library Director Lance Werner and agreed that Chair Myers should meet with Director Werner early in his tenure at KDL to discuss topics of interest to the Board including the director evaluation process.

XIII. LIAISON REPRESENTATIVE COMMENTS – None

XIV. PUBLIC COMMENTS – None

XV. MISCELLANEOUS CORRESPONDENCE

Chair Myers circulated an article from The Grand Rapids Press concerning the hiring of Lance Werner.

XVI. BOARD MEMBER COMMENTS

Trustee Bruursema noted that approximately 45 people have registered for the Friends of Michigan Libraries' Trustee Alliance workshop at the Kentwood Branch on Thursday, April 28th. She also indicated that Friday, April 22nd marks the last day to vote in the American Library Association's elections and encouraged her fellow trustees to complete an online ballot before the deadline. Trustee Simpson restated her request from a prior meeting regarding KDL's purchase of an amplification system for use during Board meetings. The Board concluded their comments by expressing gratitude to Cheryl Garrison for her service as Interim Library Director.

XVII. MEETING DATES:

Regular Meeting: Thursday, May 19, 2011 – KDL Walker Branch – 4:30 p.m.

XVIII. ADJOURNMENT

Motion: Ms. Hoekstra moved for adjournment at 6:08 p.m.

Support: Supported by Ms. Weller.

RESULT: Motion carried.


CAROL JEAN SIMPSON, KDL BOARD SECRETARY