

APPROVED – REVISED

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING

Kent District Library Walker Branch

4293 Remembrance Rd. NW, Walker, MI 49544

Thursday, May 19, 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

Guest: Jason Mitchell, *Hungerford, Aldrin, Nichols & Carter, PC*

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

Sub point C under Old Business (KDL Board Retreat) and sub points B & C under New Business (Issue Analysis: Digital Materials Strategy and Budget Adjustment #1 – Operating Fund) were moved up to follow Agenda Item V (Public Comments) to accommodate the early departure of Chair Myers.

Motion: Mr. Fry 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. KDL BOARD RETREAT

Chair Myers distributed an agenda for the Board retreat scheduled for June 7, 2011 at the Main Street Inn in Lowell. He confirmed that Sandi Frost Parrish will facilitate the meeting and noted that the retreat is an educational undertaking with no formal action to be taken by the Board.

**VII. ISSUE ANALYSIS: DIGITAL MATERIALS STRATEGY & BUDGET ADJUSTMENT #1
(OPERATING FUND)**

Director Lance Werner reviewed the issue analysis noting that it proposes the development of a core collection of eBooks and eAudiobooks to respond to the accelerating demand of our patrons. By offering our patrons exclusive access to a significant collection of digital materials, we reduce wait time for these items, decrease patron frustration, and further increase KDL's relevancy in our community.

The Board discussed the digital materials strategy and asked questions of the staff regarding the plan. To further consider the matter, the Board requested information concerning trends in digital materials use in public libraries, how increased use of this material will impact library staff, and how KDL's overall collection development strategy may change going forward. The Board also reviewed the strategy's financial components and requested that a copy of the *OverDrive* contract be distributed to the Board prior to the June meeting.

Motion: Mr. Fry moved to table the discussion of the digital materials strategy until the June 16, 2011 meeting providing time for staff to compile the additional information requested by the Board.

Support: Supported by Ms. Simpson.

RESULT: Motion carried 6-0.*

*Chair Myers excused himself at 5:23 p.m., and Vice Chair Hoekstra assumed control of the meeting.

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VIII. BRANCH MANAGER’S REPORT

Walker Branch Manager Chris Lohman highlighted significant branch events during the past year including a summer reading club carnival kick-off in 2010 that was attended by over 900 people, the opening of the branch’s KDLville early literacy center, the installation of an Imagination Station sponsored by the KDL Fund, a reorganization of the branch’s adult non-fiction and large print collections, and two recently completed patron surveys concerning the branch and its services.

With regard to the surveys, Ms. Lohman distributed the results to the Board and noted that she also presented this information to Walker City officials. The next step in the process of considering a branch expansion will involve the Friends of the Walker Library meeting with the Kentwood Mayor and Friends of the Kentwood Library to discuss Kentwood’s successful building program.

IX. 2010 AUDIT REPORT

Jason Mitchell of Hungerford, Aldrin, Nichols & Carter, PC presented the 2010 audit report. KDL received an unqualified opinion, the highest level offered by the auditing firm. The Board expressed their gratitude to the auditors and the Business Office staff for a successful audit process.

Motion: Ms. Bruursema moved to approve, receive, and file the audit report.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

X. FINANCE REPORTS – April 2011

Motion: Mr. Petersen moved to receive and file the April 2011 finance reports as presented.

Support: Supported by Ms. Weller.

RESULT: Motion carried.

XI. LAKELAND LIBRARY COOPERATIVE REPORT

Director Werner noted the following motions items which were approved at the May 12, 2011 LLC Board meeting:

- Authorization for Cooperative Director Sandra Wilson to provide cost figures for joining LLC to Big Rapids Community Library for review; and
- Approval of proposed bylaw changes.

Trustee Bruursema highlighted a special LLC Board meeting that took place after the May 5th Advisory Council Meeting in order to address the significant rate increase for health insurance for LLC staff. In light of the 24% increase by Blue Cross/Blue Shield of MI, the LLC Board approved a less expensive plan with Priority Health.

XII. APPROVAL OF MINUTES – April 21, 2011

Motion: Ms. Simpson moved to approve the minutes of April 21, 2011 as presented.

Support: Supported by Ms. Gilcrest.

RESULT: Motion carried.

XIII. DIRECTOR’S REPORT – April 2011

Director Werner highlighted the following items from his report:

- Three KDL staff presentations have been accepted for the 2012 Public Library Association Conference;
- KDL now has five fully operational self check-in book drops in the system with a sixth unit just brought online at the Grandville branch and a seventh one that should be fully operational at the Kentwood branch by the end of the month; and
- By a narrow margin of eight votes, Ensley Township residents living outside of the Grant School District rejected a millage proposal to join the Grant Area District Library. After December 31, 2011, these residents will no longer have access to library service through KDL.

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XIV. OLD BUSINESS

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

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

Motion: Ms. Simpson moved to approve the proposed changes to Policy 1.2, Policy 4.6.2, and Section 2 of the Policy Manual as presented.

Support: Supported by Mr. Fry.

RESULT: Motion carried.

XV. NEW BUSINESS

A. Request for Late Opening of the East Grand Rapids Branch on June 25, 2011

Motion: Mr. Fry moved to open the East Grand Rapids Branch at 10:30 a.m. on Saturday, June 25, 2011 to accommodate the Reeds' Lake Run.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

XVI. LIAISON REPRESENTATIVE COMMENTS – None

XVII. PUBLIC COMMENTS – None

XVIII. MISCELLANEOUS CORRESPONDENCE

Director Werner highlighted a letter received from Grand Rapids Public Library Director Marcia Warner welcoming him to KDL as well as a letter received from the Library of Michigan congratulating KDL on achieving the Enhanced Level of the Quality Services Audit Checklist (QSAC).

XIX. BOARD MEMBER COMMENTS

Ms. Bruursema: Noted that the Friends of the Michigan Library Trustee Alliance Workshop held on April 28th at the Kentwood branch was a great success with 54 people attending. She thanked Chair Myers, Trustee Simpson, and Director Werner for speaking at the event. The next Trustee Alliance event will be held in October in Kalamazoo immediately prior to the MLA Annual Conference. Trustee Bruursema also thanked KDL for the flowers she received in celebration of her being named "Person of the Year" by the Cutlerville-Gaines Chamber of Commerce.

Mr. Petersen: Indicated that he attended the spring conference for the Michigan Association of Public Employee Retirement Systems (MAPERS) and found the sessions to be helpful in his role on the KDL Pension Board.

Ms. Simpson: Highlighted the upcoming Michigan Notable Author Presentation by Gordon Olson at the Sand Lake/Nelson Township Branch on Saturday, May 21st at 1:30 p.m.

XX. MEETING DATES:

Regular Meeting: Thursday, June 16, 2011 – KDL Sand Lake/Nelson Township Branch – 4:30 p.m.

XXI. ADJOURNMENT

Motion: Mr. Petersen moved for adjournment at 6:29 p.m.

Support: Supported by Ms. Weller.

RESULT: Motion carried.


CAROL JEAN SIMPSON, KDL BOARD SECRETARY