

APPROVED

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library Service Center
814 West River Center Dr. NE, Comstock Park, MI 49321
Thursday, May 20, 2010 – 4:30 p.m.

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

Absent: Fran Gilcrest

Guests: Jason Mitchell and Phil Saurman – Auditors, *Hungerford, Aldrin, Nichols & Carter, PC*

I. CALL TO ORDER

Chair Shirley Bruursema called the meeting to order at 4:33 p.m. Trustee Myers noted his need to excuse himself at 5:00 p.m. to attend another meeting.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

The agenda was revised to move the Audit Report from Subpoint A under New Business to Subpoint A under Old Business and to move the Director Letter of Resignation from Subpoint F under New Business to immediately above Subpoint D (Director Search) under Old Business.

Motion: Mr. Myers moved to approve the agenda as revised.

Support: Supported by Ms. VanEck.

RESULT: Motion carried.

IV. LIAISON REPRESENTATIVE COMMENTS – None

V. PUBLIC COMMENTS – None

VI. FINANCE REPORTS – April 2010

The Statement of Revenues and Expenditures was revised to move an expense from the Technology line to the Capital Lease Principal line.

Motion: Ms. Simpson moved to receive and file the April 2010 finance reports as revised.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

VII. LAKELAND LIBRARY COOPERATIVE REPORT

Library Director Martha Esch noted the following motions items which were approved at the May 13, 2010 LLC Board meeting:

- Effective June 28, 2010, to eliminate the inter-library loan (ILL) of audio-visual materials and new materials less than six months old. This policy change will not impact the ability of KDL cardholders to place holds on these materials from other KDL branches and have them delivered to their home KDL branch location. Non-KDL cardholders, however, will no longer be able to ILL these types of materials from KDL.
- To move to a 2-3-5 day delivery schedule beginning October 1, 2010; this means some KDL branches will receive deliveries twice a week, others three times a week, and the Service Center five days a week because it is a sorting location.

Director Esch indicated that the LLC Underfunded Contract Service Area Policy was reviewed by an attorney at the direction of the Board to determine if it meets the provisions of the Michigan State Aid Rules. The LLC Board decided to move forward with the implementation of this policy effective July 1, 2010.

VIII. APPROVAL OF MINUTES – April 15, 2010

Motion: Ms. Simpson moved to approve the minutes of April 15, 2010 as presented.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

IX. DIRECTOR'S REPORT – April 2010

Library Director Esch noted the high marks received by KDL in the patron survey completed in April. KDL surpassed all but one strategic plan goal targeted in the survey. The survey also provided a wealth of positive patron comments, which Director Esch will provide to the Board.

X. OLD BUSINESS

A. Audit Report

Jason Mitchell and Phil Saurman of Hungerford, Aldrin, Nichols & Carter, PC presented the 2009 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. Hoekstra moved to approve, receive, and file the audit report.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

B. Contract Areas

Library Director Martha Esch indicated that the resolution before the Board was drafted at the request of Pierson Township to terminate the library service contract between the Township and KDL.

Motion: Ms. VanEck moved to approve the resolution to mutually terminate the library service contract with Pierson Township effective August 1, 2010 and to direct Chairperson Shirley Bruursema to execute the Mutual Termination Agreement.

Support: Supported by Mr. Fry.

Roll call by the Secretary:

Ms. Bruursema – Yes

Ms. Hoekstra – Yes

Ms. Simpson – Yes

Mr. Fry – Yes

Mr. Myers – Absent

Ms. VanEck – Yes

Ms. Gilcrest – Absent

Mr. Petersen – Yes

RESULT: Motion carried 6-0 and the Resolution was declared adopted.

Director Esch reported that she spoke with the KDL attorney regarding the Board's question from the April meeting and indicated that the 3/10 of a mill support due to KDL is not split when a municipality has more than one service contract.

Regarding the library service contract with Ensley Township, Director Esch highlighted an updated library service contract with the Township dated April 2001 which supersedes the original contract from 1989. The new agreement stipulates the assignment of 56.65% of the Township's penal fines to KDL. Currently, the Township provides KDL with 55.01% of its penal fines. Director Esch will contact the Ensley Township supervisor to discuss the service contract in light of the new LLC Underfunded Contract Service Area Policy and report back to the Board on this matter.

C. KDL Policy Manual – Section 3: Special Services (Policies 3.1 – 3.4)

Motion: Ms. Simpson moved to approve the proposed changes to Policies 3.1 – 3.4 as presented.

Support: Supported by Ms. VanEck.

RESULT: Motion carried.

D. KDL Policy Manual – Section 6: Personnel; revisions in response to new 2010-2011 Labor Agreement

Motion: Mr. Petersen moved to approve the proposed changes to the policies in Section 6 as presented.

Support: Supported by Ms. VanEck.

RESULT: Motion carried.

E. Director Letter of Resignation

Motion: Ms. Hoekstra moved to accept Director Esch's letter of resignation.

Support: Supported by Mr. Fry.

RESULT: Motion carried.

F. Director Search

Chair Bruursema briefly reviewed the options before the Board as discussed at the May 13th special meeting and opened the floor for further discussion.

Motion: Mr. Fry moved that Kent District Library employ the firm of Bradbury Associates/Gossage Sager Associates to conduct a national search for a new director, that the Board approve the cost of \$18,000, plus expenses, for their services, and that Chair Bruursema and Secretary Simpson be authorized to sign the contract on behalf of the Board.

Support: Supported by Mr. Petersen.

Discussion: The Board discussed the benefits of selecting Bradbury Associates/Gossage Sager Associates including their experience, familiarity with the Lakeland Library Cooperative, and the inclusion of the consultant travel expenses within their fee. The Board also briefly discussed the timeline for the director search and potential additional expenses that may be incurred throughout the process.

RESULT: Motion carried.

Motion: Mr. Fry moved that Cheryl Garrison, Assistant Director for Central Services, be named Interim Director of the Kent District Library effective June 19, 2010, and that her salary for this position be negotiated and confirmed at the June 17th meeting of the Board.

Support: Supported by Mr. Petersen.

Discussion: Trustee Fry noted that Assistant Director Garrison's knowledge of KDL and qualifications as a library administrator make her an ideal candidate for Interim Director. The Board also discussed the need to determine job expectations for the Interim Director at the June meeting.

RESULT: Motion carried.

Chair Bruursema asked Ms. Garrison if she would accept the Interim Director position, to which Ms. Garrison replied in the affirmative.

XI. NEW BUSINESS

A. IT Report

Jim Bruxvoort, KDL Information Technology Director, provided an IT report noting major projects of the IT Department including server virtualization, staff workstation upgrades, and disaster recovery.

B. Issue Analysis – Universal Digital Voice Services

Library Director Esch indicated that KDL recently submitted a request for proposal from voice system providers for universal digital voices (telephone) services for a period not to exceed two years. AT&T submitted a proposal that represents a cost savings of almost \$40,000 annually. KDL will also be utilizing the State of Michigan vendor membership plan (MI Deal) to achieve discounted rates on telephone lines.

Motion: Mr. Petersen moved to approve the contract with AT&T for Universal Digital Voice Service for two years at the rate of \$21,397.92 per annum.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

C. Pension Plan Restatement

Director Esch explained that the restated Pension Plan incorporates changes from the approved 2010-2011 Labor Agreement and aligns the language between the two documents. HR Director Brian Mortimore indicated that our attorney reviewed the changes and the Plan is in full compliance with the law.

Motion: Ms. VanEck moved to approve the Pension Plan Restatement.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

APPROVED

D. 2011 All Staff Date

Library Director Esch noted that KDL desires to move its All-Staff training day in 2011 from President's Day to Martin Luther King Jr. Day.

Motion: Ms. Simpson moved to approve a system-wide closure of KDL on Monday, January 17, 2011 for the All Staff training day.

Support: Supported by Ms. VanEck.

RESULT: Motion carried.

XII. LIAISON REPRESENTATIVE COMMENTS – None

XIII. PUBLIC COMMENTS – None

XIV. MISCELLANEOUS CORRESPONDENCE

Library Director Esch highlighted a thank you letter from U.S. Congressman Vernon Ehlers. She also noted the recently completed 2009 KDL Fact Book distributed to the Board.

XV. BOARD MEMBER COMMENTS

Mr. Fry: Thanked the Board for taking the first steps toward a smooth Library Director transition.

Mr. Petersen: Noted how much he appreciates KDL after a recent trip to a public library in Savannah, GA which was closed on the weekend and only open 9am-3pm during the week.

Ms. Simpson: Encouraged the participation of the KDL Fund Development Board Chair in one of the open focus group sessions with the director search consultants. Reiterated the importance of defining Interim Director responsibilities especially with regard to maintaining KDL representation on the Lakeland Library Cooperative Board.

Ms. Bruursema: Congratulated Michelle Boisvenue-Fox, Assistant Director for Public Services, for her successful completion of the Certificate for Public Library Administration (CPLA) program. Announced that Library Director Martha Esch received the Michigan Library Association (MLA) 2009 Librarian of the Year award. She will be formally recognized in November at the MLA Annual Conference in Traverse City, MI.

XVI. MEETING DATES:

Regular Meeting: Thursday, June 17, 2010 – KDL Krause Memorial Branch – 4:30 p.m.

XVII. ADJOURNMENT

Motion: Ms. Hoekstra moved for adjournment at 6:05 p.m.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.


CAROL JEAN SIMPSON, KDL BOARD SECRETARY