

APPROVED

MINUTES - REVISED

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library Service Center
814 West River Center Dr. NE, Comstock Park, MI 49321
Thursday, May 21, 2009 – 4:30 p.m.

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

Absent: Denise VanEck

Guests: Scott Harvey, Plainfield Township Clerk

I. CALL TO ORDER

Chair Shirley Bruursema called the meeting to order at 4:37 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

The agenda was revised to include a public hearing on the KDL Acceptable Use Policy (Item IV) and a request to close the Alto Branch for drywall repair (Item XII, Subpoint D).

Motion: Ms. Gilcrest moved for approval of the agenda as revised.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

IV. Public Hearing – KDL Acceptable Use Policy

Motion: Ms. Bruursema moved to recess the Kent District Library Board meeting at 4:40 p.m. to commence a public hearing on the KDL Acceptable Use Policy.

Support: Supported by Ms. Simpson.

Roll call taken by the Secretary:

Ms. Bruursema – Yes

Ms. Hoekstra – Yes

Ms. Simpson – Yes

Mr. Fry – Yes

Mr. Myers – Yes

Ms. VanEck – Absent

Ms. Gilcrest – Yes

Mr. Petersen – Yes

RESULT: Motion carried 7-0.

Motion: Mr. Fry moved to adjourn the public hearing and reconvene the regular Board meeting at 4:42 p.m.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

V. LIAISON REPRESENTATIVE COMMENTS – None

VI. PUBLIC COMMENTS – Scott Harvey, Plainfield Township Clerk, introduced himself to the Board.

VII. FINANCE REPORTS – April 2009

Motion: Ms. Hoekstra moved to receive and file the April 2009 finance reports.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Library Director Martha Smart noted the following motion items which were approved at the May 14, 2009 LLC Board meeting:

- Updating of the HVAC system and sealcoating of the parking lot at the LLC Headquarters.

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- Allowing the LLC Director to spend up to \$5,000 to make improvements to the sorting area at the LLC Headquarters.
- Changing LLC's life and long-term disability insurance carrier from Guardian to MERS.
- Permitting "real-time" patron updates between Evergreen (GRPL's ILS) and Millennium (LLC's ILS) via a newly developed staff query option.
- Payment of MeL delivery charges by LLC will continue for fiscal year 2009 – 2010.

Director Smart thanked Jackie Olmstead, KDL's Collection Services Manager, who visited the LLC Headquarters and provided recommendations regarding their sorting area improvements.

IX. APPROVAL OF MINUTES – April 16, 2009

Motion: Mr. Fry moved for approval of the April 16, 2009 minutes as presented.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

X. DIRECTOR'S REPORT – April 2009

Library Director Martha Smart introduced Morgan Doane, Walker Youth Librarian, who Director Smart is mentoring as part of KDL's year-long Leadership Institute. From her written report, Director Smart highlighted the following items:

- Shirley Blackler, KDL's Training Specialist, helped organize a series of training sessions to provide staff with knowledge of how to navigate the *Michigan Works!* website to better assist patrons who are looking for jobs.
- The KDL Service Center experienced a lighting strike on April 27th. Some computer workstations and servers were damaged, but there was no interruption to service at the branches. An insurance claim will be filed concerning the damaged equipment.
- Michelle Miner, KDL Youth Specialist, co-chaired the MLA Spring Institute and seven other staff members served as presenters.

Director Smart concluded her report by congratulating Shirley Bruursema, KDL's Board Chair, who was recently named as an American Library Association Trustee Citation award winner for 2009.

XI. OLD BUSINESS

A. KDL Policy Manual – Section 4: Facilities and Equipment (Policy 4.6.1 – Acceptable Use Policy)

Library Director Smart reviewed the proposed changes to KDL's Acceptable Use Policy and noted that these changes arise as a result of KDL applying for federal e-rate discounts. Libraries applying for these discounts must comply with requirements set forth in the Children's Internet Protection Act (CIPA).

Currently, KDL complies with the Michigan 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. According to a U.S. Supreme Court ruling, adult patrons (age 17 and older) must be provided with a mechanism for promptly disabling a CIPA filter upon request.

With regard to the application for the e-rate discounts, LLC will complete the paperwork each year without requiring an annual action from the KDL Board.

Motion: Mr. Myers moved to approve the proposed changes to Policy 4.6.1 as presented.

Support: Supported by Ms. Simpson.

RESULT: Motion carried 7-0.

XII. NEW BUSINESS

A. KDL Policy Manual – Section 5: Budget and Finance (Policies 5.1 – 5.12)

Library Director Smart reviewed the proposed changes to Section 5 of the KDL Policy Manual. She made special note of Policy 5.4 (Code of Ethics – Board) which is a new addition and sets forth standards of conduct for Board members.

B. Lakeland Library Cooperative Plan of Service

Library Director Smart provided an overview of the proposed modifications to the Lakeland Library Cooperative Plan of Service. In particular, Director Smart noted the following modifications:

- Under the Plan's membership requirements for new member libraries, language was added such that new members must have a collection containing one item per capita with 10% having a copyright date less than two years old. Director Smart noted the importance of this modification for a maintaining a current cooperative collection.
- Under the Plan's membership requirements the following language was added: "The Lakeland Library Cooperative strongly recommends member libraries' contract areas support the member library with 3/10 of a mill on taxable value . . . in order to receive reciprocal borrowing from the LLC member libraries." KDL only collects penal fines from its two contract areas (Pierson and Ensley Townships in Montcalm County). In light of this addition in language, the Board requested that a review of the KDL contract areas be included as a future agenda item.

Motion: Mr. Fry moved to approve the proposed modifications to the Lakeland Library Cooperative Plan of Service as presented.

Support: Supported by Ms. Hoekstra.

Discussion: Trustee Simpson expressed concern that the Board did not have the opportunity for a second reading of the Plan of Service modifications prior to taking action. Director Smart noted that the Board could table the motion until the June 18th meeting or call a special meeting, but indicated that LLC requested a response by June 12, 2009. Trustee Fry called for a vote on the motion as made.

RESULT: Motion carried 6-1 (Simpson opposed).

C. Request to close the Byron Township Branch for Carpet Cleaning

D. Request to close the Alto Branch for Drywall Repair

Motion: Mr. Myers moved to close the Byron Township Branch on May 23, 2009 for carpet cleaning and the Alto Branch on June 20, 2009 for drywall repair.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

XIII. LIAISON REPRESENTATIVE COMMENTS – None

XIV. PUBLIC COMMENTS – None

XV. MISCELLANEOUS CORRESPONDENCE

Director Smart highlighted a letter written by one of the children who participated in KDL's "Take your Child to Work Day."

XVI. BOARD MEMBER COMMENTS

Mr. Fry: Provided a brief update on the KDL Fund noting that phone calls continue to be made and word is being spread about the connection between the Fund and KDL's early literacy initiatives.

Ms. Gilcrest: Noted the upcoming Memorial Day holiday and encouraged people to thank a veteran.

Ms. Simpson: Shared a story she overheard concerning an elderly East Grand Rapids patron who received excellent assistance from Adult Services Librarian Toby Schuler that increased the patron's confidence with her new computer.

Mr. Myers: Encouraged Trustees to consider an annual donation to the KDL Fund. Noted his attendance at the spring MAPERS conference and indicated that the full Pension Board attended including Library Director Martha Smart and HR Director Brian Mortimore. Distributed a report summarizing the workshop he attended at the Public Library Association's Spring Symposium in April and noted that KDL is ahead of the curve when it comes to technology trends.

Ms. Hoekstra: Noted that KDL's annual report presentation to the City of Wyoming was well received. Described her experience of giving tours of the Wyoming branch to local grade school students noting the eagerness of the children to both read and use the library.

Ms. Bruursema: Noted her attendance at the Library Legislative Day in Washington DC in early May. The legislators she met with were well-informed regarding library concerns. Indicated that she will present at a Library of Michigan conference in June.


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XVII. MEETING DATES:

Next Meeting: Thursday, June 18, 2009 – KDL Gaines Township Branch – 4:30 p.m.

XVIII. ADJOURNMENT

The meeting was adjourned by Shirley Bruursema at 5:48 p.m.



CAROL JEAN SIMPSON, KDL BOARD SECRETARY