

## APPROVED

### MINUTES

#### KENT DISTRICT LIBRARY BOARD MEETING

##### *Kent District Library Krause Memorial Branch*

140 E. Bridge St., Rockford, MI 49341

Thursday, June 17, 2010 – 4:30 p.m.

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

Absent: None

#### 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: Mr. Petersen moved to approve the agenda as presented.**

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

**RESULT: Motion carried.**

#### IV. LIAISON REPRESENTATIVE COMMENTS – None

#### V. PUBLIC COMMENTS – None

#### VI. BRANCH MANAGER'S REPORT

Jennifer German, Krause Memorial Branch Manager, provided a brief history of the branch and noted that in late 2009 the City of Rockford installed new carpeting and tile throughout the branch as well as repainted the walls. The City also recently provided new landscaping around the building. The Krause Memorial Branch experienced an 8% increase in circulation and a 4% increase in visitors in 2009. The branch had perhaps its busiest day on record on June 16, 2010 with a visitor count of 1,900 people.

#### VII. FINANCE REPORTS – May 2010

**Motion: Mr. Fry moved to receive and file the May 2010 finance reports.**

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

**RESULT: Motion carried.**

#### VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Library Director Martha Esch noted the following motions items which were approved at the June 10, 2010 LLC Board meeting:

- KDL Interim Director Cheryl Garrison was appointed to serve on the LLC Finance Committee. She will also represent KDL on the LLC Board.
- Monitoring of library data lines was outsourced to Iserv.

#### IX. APPROVAL OF MINUTES – May 13, 2010 and May 20, 2010

**Motion: Ms. Simpson moved to approve the minutes of May 13 and May 20, 2010 as presented.**

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

**RESULT: Motion carried.**

#### X. DIRECTOR'S REPORT – May 2010

Library Director Esch highlighted the following items from her report:

- The majority of the annual report presentations to the municipalities have been confirmed and a tentative schedule was distributed to the Board. A finalized schedule will be forthcoming.

APPROVED

- KDL's blog posts concerning the upcoming circulation policy changes occurring in Lakeland Library Cooperative have received over 80 comments. Director Esch thanked Assistant Director Cheryl Garrison and Communications Manager Eric DeHaan for preparing statements and talking points regarding these changes and for responding to the comments on the blog.

XI. OLD BUSINESS

A. Interim Director Compensation

The Board discussed various compensation options for the Interim Director.

**Motion:** Mr. Myers moved that the Interim Director compensation should be 80% of the current Library Director salary with no other benefit changes and should take effect on June 19, 2010.

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

**RESULT:** Motion failed 3-4 (Bruursema, Fry, Gilcrest, and Petersen opposed).

**Motion:** Mr. Fry moved that the Interim Director compensation should be 10% of the current Library Director salary in addition to Ms. Garrison's current salary with no other benefit changes and should take effect on June 19, 2010.

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

**RESULT:** Motion carried 4-3 (Hoekstra, Myers, and Simpson opposed).

XII. NEW BUSINESS

A. Library Director Job Description Revision

Director Esch noted that the recommended changes to the job description are mainly in response to changes in State Aid rules and have been reviewed by KDL's attorney. The Board discussed whether the years of experience as stated in the second job requirement needed further definition. The Board agreed to add the word "preferred" such that it reads: "Eight to ten years of progressively more responsible experience in professional library work, including five or more years in an administrative capacity preferred."

**Motion:** Ms. Simpson moved to approve the library director job description revisions as amended.

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

**RESULT:** Motion carried.

B. Iserv Assignment and Assumption Agreement

Director Esch indicated that the contract for KDL's data connections with ISG was purchased by Iserv earlier this year. The agreement before the Board transfers the contract from ISG to Iserv and maintains the details of the original contract with ISG. The amendment before the Board is at the recommendation of KDL's legal counsel and removes the automatic renewal provision from the original contract.

**Motion:** Mr. Myers moved to approve the Assignment and Assumption Agreement and the Data Circuit/Internet Connectivity Contract amendment as presented.

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

**RESULT:** Motion carried.

C. KDL Fund Development Board Statement of Purpose Revision

Director Esch noted that revision of the Fund Development Board Statement of Purpose was approved by the Fund Development Board in May and acts to make the statement more general while keeping it in line with policies reviewed annually by the KDL Board.

**Motion:** Mr. Fry moved to approve the Fund Development Board Statement of Purpose revision as presented.

**Support:** Supported by Mr. Myers.

**RESULT:** Motion carried.

D. Issue Analysis: Delivery Services

Director Esch noted that due budget constraints and reductions in State Aid, Lakeland Library Cooperative (LLC) has already reduced delivery days for member libraries and will do so again effective October 1, 2010. The result of these changes is that no KDL branch will receive five-day per week delivery. Additionally, it is expected that the cost for delivery will increase during the next LLC fiscal year in spite of these reductions in service.

**APPROVED**

Recognizing that in a multi-branch system, delivery is essential in providing good customer service through the timely routing of materials, KDL has evaluated other ways to provide delivery to our branches. The issue analysis offers a detailed summary of this evaluation process and indicates that for an additional cost of \$342 per year (a total annual cost of \$92,884), KDL can outsource delivery services to Same Day Delivery and thereby maintain five-day per week delivery to those branches normally receiving this frequency of service. Additionally, this change will give KDL greater control over future delivery costs, which is not possible if we remain with LLC delivery.

**Motion: Mr. Myers moved to approve a one year contract with Same Day Delivery to provide delivery services for Kent District Library beginning October 1, 2010.**

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

**RESULT: Motion carried.**

E. 401a Retirement Plan Restatement

Director Esch noted that the retirement plan restatement acts to bring the language of the plan in sync with the language of KDL's new labor agreement. This is a first reading of this document.

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

Director Esch indicated that this is a first reading of section 4 of the policy manual and that it will be brought back before the Board at the July meeting for further discussion.

XIII. LIAISON REPRESENTATIVE COMMENTS – None

XIV. PUBLIC COMMENTS – None

XV. MISCELLANEOUS CORRESPONDENCE – None

XVI. BOARD MEMBER COMMENTS

Chair Shirley Bruursema presented Library Director Martha Esch with an award in recognition of her over 17 years of dedicated service to Kent District Library. The Board wished Director Esch well in her retirement and expressed their appreciation for all she did during her tenure to make KDL one of the finest libraries in Michigan and the nation.

XVII. MEETING DATES:

*Regular Meeting: Thursday, July 15, 2010 – KDL Service Center – 4:30 p.m.*

XVIII. ADJOURNMENT

**Motion: Mr. Myers moved for adjournment at 5:54 p.m.**

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

**RESULT: Motion carried.**

Chair Shirley Bruursema reconvened the regular Board meeting at 6:00 p.m. to discuss the salary range for the library director position for use by the search consultants in crafting the job announcement.

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

**Absent:** Charles R. Myers

**Motion: Ms. Hoekstra moved to set the salary range of the library director position at \$105,000 - \$120,000 for use in the job announcement/advertisement.**

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

**RESULT: Motion carried.**

**Motion: Mr. Petersen moved for adjournment at 6:03 p.m.**

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

**RESULT: Motion carried.**

  
CAROL JEAN SIMPSON, KDL BOARD SECRETARY