

APPROVED

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING

Kent District Library Gaines Township Branch

421 68th St. SE, Grand Rapids, MI 49546 – (616) 647-3870

Thursday, June 18, 2009 – 4:30 p.m.

Present: Shirley Bruursema, Charles Fry (via telephone), Fran Gilcrest, Vickie Hoekstra, Charles R. Myers, Scott E. Petersen, Carol Simpson, Denise VanEck

Absent: None

Guests: Phil Saurman and Jason Mitchell – *Auditors, Hungerford, Aldrin, Nichols & Carter, PC*
Melissa DeWild – *KDL Collection Development Manager*

I. CALL TO ORDER

Chair Shirley Bruursema called the meeting to order at 4:31 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion: Mr. Petersen moved for approval of the agenda as presented.

Support: Supported by Ms. VanEck.

RESULT: Motion carried.

IV. LIAISON REPRESENTATIVE COMMENTS – None

V. PUBLIC COMMENTS – None

VI. BRANCH MANAGER'S REPORT

Gaines Township Branch Manager Michelle Boisvenue-Fox noted that the branch had a 13% increase in visitors last year and now has over 150,000 visitors annually. The branch experienced a 23% increase in circulation in 2008. The branch also saw a 133% increase in program attendance in 2008 likely due to more program offerings. The branch recently added two new staff members – a part-time Adult Services Librarian and a part-time Youth Services Librarian.

VII. FINANCE REPORTS – May 2009

Trustee Simpson requested a financial report on the square footage reimbursement amounts for municipalities in the KDL service area.

Motion: Ms. Simpson moved to receive and file the May 2009 finance reports.

Support: Supported by Ms. Gilcrest.

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Trustee Bruursema reported that the following motion items were approved at the June 11, 2009 LLC Board meeting:

- The salary plan for fiscal year 2009-2010.
- Budget formulas for fiscal year 2009-2010 with the formula for Mel delivery moved to “Charges divided by per capita by participating member libraries.”
- Use of available funds in the delivery fuel budget line to cover the 4% reduction in state aid funding for fiscal year 2008-2009.

- IX. APPROVAL OF MINUTES – May 21, 2009
The minutes were revised under Item X (Director’s Report) to accurately reflect Michelle Miner’s position as KDL Youth Specialist.
Motion: Mr. Myers moved for approval of the May 21, 2009 minutes as revised.
Support: Supported by Ms. Simpson.
RESULT: Motion carried.
- X. DIRECTOR’S REPORT – May 2009
Library Director Martha Smart noted that the summer edition of the KDL Library Ledger was recently included in the Advance Newspaper reaching approximately 200,000 people. Director Smart indicated that the Kentwood branch received a \$10,000 donation from an individual to purchase new computers for the branch. Ten new computers have already been installed with two more computers to be added when furniture arrives.
- XI. OLD 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 Policy Manual. Trustee Simpson requested that the word “annually” be added to Policy 5.4 under “Distribution of this Code” such that it would read “A copy of this code shall be distributed annually to and acknowledged by every trustee. . . .”
Motion: Ms. Simpson moved to approve the proposed changes to Policies 5.1 – 5.12 with one addition to Policy 5.4.
Support: Supported by Ms. Gilcrest.
RESULT: Motion carried.
- XII. NEW BUSINESS
A. Audit Report
Phil Saurman and Jason Mitchell of Hungerford, Aldrin, Nichols & Carter, PC presented the 2008 audit report. KDL received an unqualified opinion, the highest level offered by the auditing firm. Trustee Petersen requested that the board be kept abreast on management response to auditor suggestions.
Motion: Ms. VanEck moved to approve, receive, and file the audit report.
Support: Supported by Mr. Myers.
RESULT: Motion carried.
- B. Collection Development Report
Melissa DeWild, Collection Development Manager, reported on KDL’s materials selection process highlighting the roles of the Collection Development staff, the ordering process, media sources for materials selection, and the use of reports to monitor budget lines and high interest materials.
- XIII. LIAISON REPRESENTATIVE COMMENTS – None
- XIV. PUBLIC COMMENTS – None
- XV. MISCELLANEOUS CORRESPONDENCE
Library Director Smart noted a thank you letter from West Michigan Therapy Dogs concerning the Ruff Readers program as well as an email from a grateful Cascade Township branch patron.
- XVI. BOARD MEMBER COMMENTS
Ms. Simpson: Noted her participation in the Tyrone Township annual report presentation. Requested that the board be provided with more information about KDL’s Sustainability Team and “green” efforts.
Mr. Myers: Thanked staff for responding to an annual report question from a City of Lowell Council member concerning the percentage of Lowell city residents who use the Englehardt branch. Noted that while only 25% of the branch users are city residents, these residents are likely using other KDL branches and LLC libraries.

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Mr. Petersen: Noted his participation in the Byron Township annual report presentation and thanked KDL Assistant Director Pamela VanderPloeg and Byron Township Branch Manager Lori Holland for their outstanding presentation.

Ms. VanEck: Noted that she visited the Krause Memorial Branch with her grandchild and was pleased to find the staff both courteous and proactive.

Ms. Bruursema: Noted the Kentwood Library ground breaking on June 19, 2009 at 2:00 p.m. and encouraged trustees to attend. Thanked her fellow trustees and KDL staff for the cards she received in response to her winning the 2009 ALA Trustee Citation award. Noted that she presented on the topic of library boards and funding at a Library of Michigan conference for new librarians.

XVII. MEETING DATES

Next Meeting: Thursday, July 16, 2009 – KDL Service Center – 4:30 p.m.

XVIII. ADJOURNMENT

Motion: Mr. Petersen moved for adjournment at 5:50 p.m.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.



CAROL JEAN SIMPSON, KDL BOARD SECRETARY