

APPROVED

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library Service Center
814 West River Center Dr. NE, Comstock Park, MI 49321
Thursday, July 15, 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 4:30 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

The agenda was revised to include under Old Business an update on Pierson Township as part of subpoint C and to add a Director Search Update as subpoint D.

Motion: Ms. Simpson moved to approve the agenda as revised.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

IV. LIAISON REPRESENTATIVE COMMENTS – None

V. PUBLIC COMMENTS

Morgan Doane, Youth Services Librarian at the Walker Branch, expressed concern over the new Lakeland Library Cooperative Contract Service Area cards which have significantly increased staff labor by requiring manual check-out of materials and manual overrides to allow access to public computers.

VI. FINANCE REPORTS – June 2010

Motion: Ms. Hoekstra moved to receive and file the June 2010 finance reports as presented.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

VII. LAKELAND LIBRARY COOPERATIVE REPORT

Interim Library Director Cheryl Garrison noted the following motions items which were approved at the June 8, 2010 LLC Board meeting:

- The fiscal year 2010-2011 budget, which is 6.36% less than last year's budget.
- A policy requiring all member libraries to pay for delivery. Delivery bag thresholds will determine individual library costs.
- A circulation policy requiring patrons to establish one "home" pick-up location for holds placed through the interlibrary loan system.
- A circulation policy permitting individuals to obtain a library card in each area where they own property and pay taxes.
- A two-year extension of the library web filtering service agreement.
- Options for member libraries to restrict reciprocal borrowing.

With regard to this final point, Interim Director Garrison distributed a reciprocal borrowing analysis that detailed the four reciprocal borrowing options approved by LLC; these are: (1) no limits on reciprocal borrowing, (2) limit to 5 items checked out at one time, (3) limit to 10 items checked out at one time, and (4) disallow all reciprocal borrowing.

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The Board discussed incentives and drawbacks for restricting reciprocal borrowing and inquired into KDL's communication with Grand Rapids Public Library (GRPL) on this matter since GRPL patrons are KDL's heaviest reciprocal borrowers.

Motion: Mr. Fry moved to request that the Board Chair and Interim Director contact their counterparts at the Grand Rapids Public Library to discuss the matter of reciprocal borrowing.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

Lastly, Interim Director Garrison noted that a demonstration of the Evergreen ILS was given at the June LLC Board meeting. KDL ILS Manager Jeff Lezman will participate in a LLC Evergreen study group formed to review the features of this system.

VIII. APPROVAL OF MINUTES – June 15, 2010 and June 17, 2010

Motion: Mr. Myers moved to approve the minutes of June 15, 2010 and June 17, 2010 as presented.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

IX. INTERIM DIRECTOR'S REPORT – June 2010

Interim Director Garrison highlighted the following items from her report:

- Englehardt Branch Manager Jane Aronson retired after 24 years of service at KDL. Interviews to find her replacement will commence in the next few weeks.
- Summer Reading Club is going well this year with the Cascade Township branch reporting 2,500 sign-ups in a single day. Program attendance has also been high which stands as a testimony to staff's top-notch work in developing creative and inviting programs.

Interim Director Garrison also announced that KDL recently received \$5,000 from the Western Region Great Start Resource Center for the purchase of books and other materials for parents and caregivers. Many of these new materials will be on display at the Kentwood Branch Grand Opening.

X. OLD BUSINESS

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

Interim Director Garrison introduced the proposed changes to Section 4. The Board provided additional grammatical changes as well as language clarifying that patrons can download software on public computers.

Motion: Ms. Simpson moved to approve the proposed changes to Policies 4.1 – 4.11 as revised.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

B. 401a Retirement Plan Restatement

KDL HR Director Brian Mortimore noted that the retirement plan restatement works to bring the language of the plan in line with the language of KDL's new labor contract. All recommended changes have been reviewed by legal counsel as well as the pension actuary.

Motion: Mr. Myers moved to approve the 401a Retirement Plan Restatement.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

C. Pierson Township Update and Ensley Township Service Contract Issue Analysis

Interim Director Garrison indicated that KDL mailed and emailed over 680 letters to KDL cardholders in Pierson Township explaining the mutual termination of the library service contract and encouraging residents to obtain a new library card at the Timothy C. Hauenstein Reynolds Township Library. Cards from this library will also provide access to KDL branches since the Pierson Township agreement with Reynolds Township Library is above the .3 mil threshold set by the LLC policy.

Regarding the Ensley Township service contract, Interim Director Garrison highlighted the issue analysis before the Board. She noted that Board Chair Bruursema and herself will attend the August 10th Ensley

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Township Board meeting where the library service contract will be discussed. She will communicate the results of this meeting to the KDL Board.

Motion: Ms. Simpson moved to table the discussion of the Ensley Township service contract until the August 19, 2010 meeting.

Support: Supported by Mr. Fry.

RESULT: Motion carried.

D. Director Search Update

Board Chair Bruursema indicated that the director position has been posted and applications are being accepted through August 31, 2010.

XI. NEW BUSINESS

A. KDL Policy Manual – Policy 2.2: Lakeland Library Cooperative Member Library Cards

The policy was further revised by pluralizing the word “exception” in the second line.

Motion: Mr. Myers moved to approve Policy 2.2 as revised.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

B. Request to close the Kentwood Branch from August 9-23, 2010

Motion: Ms. Hoekstra moved to close the Kentwood Branch from August 9-23, 2010 to facilitate the move into the new library building.

Support: Supported by Ms. Gilcrest.

RESULT: Motion carried.

XII. LIAISON REPRESENTATIVE COMMENTS – None

XIII. PUBLIC COMMENTS

Morgan Doane thanked the Board for their consideration of the Contract Service Area cards and inquired as to whether the Board’s decision took effect immediately. Interim Director Garrison answered in the affirmative.

XIV. MISCELLANEOUS CORRESPONDENCE

Board Chair Bruursema highlighted Trustee Myers’ ALA Annual Conference report distributed to the Board and read a thank you card from retired Director Martha Esch.

XV. BOARD MEMBER COMMENTS

The Board members discussed in turn their participation in the annual report presentations to the municipalities that have taken place to date.

Trustee Gilcrest highlighted the upcoming 2nd annual Rockford Reading Festival in downtown Rockford on Saturday, August 7, 2010 from 10 a.m. – 3 p.m. She encouraged interested Board members to attend.

Trustee Myers expressed his appreciation for having the opportunity to attend this year’s ALA Annual Conference and noted it was the best one he has attended to date. Board Chair Bruursema described her participation in the library advocacy rally that took place on Capitol Hill during the ALA Annual Conference. She indicated that over 1,600 library supporters took part in this important event.

Lastly, Board Chair Bruursema highlighted information distributed to the Board concerning the upcoming MLA Annual Conference. In particular, she noted that retired Director Martha Esch will receive the MLA Librarian of the Year award at a special banquet on Wednesday, November 10, 2010.

XVI. MEETING DATES:

Regular Meeting: Thursday, August 19, 2010 – KDL Englehardt Branch – 4:30 p.m.

Budget Work Session: Thursday, August 26, 2010 – KDL Service Center – 4:30 p.m.

XVII. ADJOURNMENT

Motion: Mr. Myers moved for adjournment at 6:08 p.m.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

Cheryl Gausser

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