

APPROVED

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library Service Center
814 West River Center Dr. NE, Comstock Park, MI 49321
Thursday, July 21, 2011 – 4:30 p.m.

Present: Shirley Bruursema, Charles Fry, Fran Gilcrest, Vickie Hoekstra, Charles R. Myers (via teleconference), Scott E. Petersen, Carol Simpson, Penny Weller

Absent: None

Guests: Shelley Irwin, *KDL Fund Development Board Chair*
Walt Jones, *Ensley Township Resident*
Heidi Nagel, *KDL Training Manager*
Phil Starr, *Ensley Township Supervisor*

- I. CALL TO ORDER
Vice Chair Vickie Hoekstra called the meeting to order at 4:30 p.m.
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA
Motion: Ms. Simpson moved to approve the agenda as presented.
Support: Supported by Mr. Petersen.
RESULT: Motion carried.
- IV. LIAISON REPRESENTATIVE COMMENTS
Director Lance Werner introduced Shelley Irwin, Chair of the KDL Fund Development Board, who provided a brief update of Fund Board activities.
- V. PUBLIC COMMENTS
Phil Starr, Ensley Township Supervisor, thanked the Board for including the issue of Ensley Township library service on the agenda. He noted that the Grant Area District Library has recently decided not to offer non-resident cards next year, which means roughly half of Ensley Township will be without library service beginning in 2012. Lastly, he indicated that should Ensley Township offer another library millage question to voters, it would be in 2012; this would leave a gap in library service since KDL's non-resident card policy ends December 31, 2011.

Director Werner read aloud a few representative comments from Caledonia Township residents who emailed KDL in support of the proposal to extend open hours at the Caledonia Township Branch.
- VI. FINANCE REPORTS – June 2011
Finance Director Sherry Bava reviewed the June finance reports. She also indicated that, in keeping with KDL's investment policy, the library recently invested in a \$250,000 certificate of deposit (CD) with First National Bank of America. The CD pays 1.05% for one year (compared with 0.4 or 0.5% at other institutions).
Motion: Ms. Bruursema moved to receive and file the June 2011 finance reports as presented.
Support: Supported by Mr. Fry.
RESULT: Motion carried.
- VII. LAKELAND LIBRARY COOPERATIVE REPORT
Director Werner noted the following motion items which were approved at the July 14, 2011 LLC Board meeting:

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- Continuation of LLC delivery of On-The-Town magazine to those libraries not receiving direct delivery from the publisher;
- Rescheduling of the September LLC Board meeting to September 8th; and
- Approval for the LLC Director and Board Treasurer to attend the Municipal Employees' Retirement System (MERS) Annual Conference in September.

VIII. APPROVAL OF MINUTES – June 16, 2011

Motion: Ms. Simpson moved to approve the minutes of June 16, 2011 as presented.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

IX. DIRECTOR'S REPORT – June 2011

Director Werner highlighted a number of items from his report, including the following:

- Tyrone Township Branch Manager Marcia DeMeester will retire from KDL on October 8, 2011;
- The Lowell Area Community Fund awarded a \$12,000 grant to the Englehardt Branch for the purchase of a laptop lab to offer adult computer confidence classes; and
- KDL Administration and legal counsel reviewed the One Kent Proposal and determined that it does not present an immediate concern to KDL; however, staff will continue to monitor the situation and report back to the Board should changes arise.

Director Werner also noted the *Grandville Reads!* article distributed at the June Board meeting and written by KDL Youth Specialist Kris Vogelar. The article appeared in the May/June 2011 edition of PLA's *Public Libraries* magazine.

Trustee Bruursema congratulated Cheryl Garrison, Assistant Director for Central Services, for completing 24 years of service at KDL. Director Werner recognized Trustee Bruursema for receiving the "Person of the Year" award for both the Dutton Merchants Association and the Cutlerville-Gaines Chamber of Commerce.

X. OLD BUSINESS

A. KDL Policy Manual – Section 3: Other Services (Second Reading)

Motion: Ms. Simpson moved to make no changes to Section 3 of the KDL Policy Manual.

Support: Supported by Ms. Gilcrest.

RESULT: Motion carried.

XI. NEW BUSINESS

A. Presentation: Public Library Association's *Turning the Page 2.0*

KDL Training Manager Heidi Nagel provided a brief overview of the Public Library Association's *Turning the Page 2.0* training program. In particular, she indicated that the purpose of the training is to help library staff, trustees, and advocates tell the library's story, deliver effective presentations, develop a compelling case for library support, and build and sustain strong partnerships. She noted that all KDL managers are expected to complete the program by the end of next summer.

B. Issue Analysis: Caledonia Township Branch Hours

The Board discussed the proposal to increase and modify the open hours at the Caledonia Township Branch expressing appreciation that the initiative is budget neutral and provides increased service to the growing Caledonia community. Trustee Simpson expressed concern at the inequity of adding hours at one branch and not all branches across the system.

Motion: Ms. Bruursema moved to approve the increased hours and modified schedule for the Caledonia Township Branch as proposed.

Support: Supported by Mr. Petersen.

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

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C. Issue Analysis: Ensley Township

Director Werner updated the issue analysis by indicating that any millage vote in Ensley Township would have to be township-wide unless it is possible to establish a special assessment district. Additionally, he noted that questions remain concerning whether a township would have legal authority under the City, Village, and Township Libraries Act to levy a millage to pay for a library service contract. Lastly, he indicated that due to contract terms, KDL would be unable to offer non-resident cardholders access to digital materials including eBooks, databases, etc.

The Board discussed the issue analysis and agreed that the matter could be split into logistical and philosophical considerations. As to the former, such as can Ensley Township establish a special assessment district or levy a millage for a library service contract, the Board encouraged Ensley Township officials to seek legal counsel concerning these matters.

As to the philosophical considerations, the Board agreed that equity of payment for library services across the system is not under debate; instead, the question is whether, and under what circumstances, KDL should open its services to those living in municipalities outside of Kent County. The Board noted that the additional revenue gained from opening KDL's services to those over the county line would likely offset the labor and materials expense necessary to serve these additional patrons; yet, doing so might lead to antagonistic relationships with neighboring libraries.

The Board agreed that further discussion regarding these philosophical matters is necessary as well as the possible creation of a policy concerning this issue. To that end, the Board agreed to undertake such a discussion at its August 18, 2011 meeting.

D. Issue Analysis: Delivery Service (First Discussion)

Director Werner presented the details of the issue analysis indicating that KDL had a very successful one-year trial of contracting with an outside company to provide delivery service for library materials. In light of that positive experience, KDL undertook an Invitation to Bid (ITB) for delivery service for the period of October 1, 2011 – December 31, 2014. KDL's current delivery service provider, Same Day Delivery, offered the lowest bid out of a total of three bids.

The Board discussed the issue analysis and agreed that action on this matter could be taken immediately.

Motion: Ms. Bruursema moved to make delivery service an action item.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

Motion: Ms. Bruursema moved to contract for delivery service with Same Day Delivery at a cost of \$282,900 for the period of October 1, 2011 – December 31, 2014 as proposed.

Support: Supported by Mr. Fry.

RESULT: Motion carried.

- XII. LIAISON REPRESENTATIVE COMMENTS – None
- XIII. PUBLIC COMMENTS
Ensley Township resident Walt Jones encouraged representatives from KDL and Ensley Township to meet together in the same room with their respective attorneys to determine the necessary details so that the township could contract with KDL for library service.
- XIV. MISCELLANEOUS CORRESPONDENCE
Vice Chair Vickie Hoekstra circulated a thank you note from West Michigan Therapy Dogs, Inc. in appreciation of our partnership in the "Ruff Readers" program.
- XV. BOARD MEMBER COMMENTS
Ms. Bruursema: noted that she would have her ALA Annual Conference Report to the Board by the August meeting.

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Mr. Myers: expressed his enthusiasm for the ALA Annual Conference and noted that it is an excellent educational and networking opportunity.

Ms. Simpson: announced that Marcia DeMeester's retirement celebration would be on October 6, 2011 with details on time and location to follow. She thanked TeamKDL and those staff members involved in hosting a wonderful KDL outing at the Picnic Pops on July 15th. She inquired whether KDL Friends groups might be interested in hearing an annual report from the Library Director or a Trustee similar to what is offered to municipal boards. She noted that it might be helpful in the future to include statistical information in the KDL Fact Book for those townships in our service area without library buildings.

XVI. MEETING DATES

Regular Meeting: Thursday, August 18, 2011 – KDL Byron Township Branch – 4:30 p.m.


Budget Work Session: Thursday, August 25, 2011 – KDL Service Center – 4:30 p.m.

XVII. ADJOURNMENT

Motion: Ms. Weller moved for adjournment at 6:40 p.m.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.



CAROL JEAN SIMPSON, KDL BOARD SECRETARY