

APPROVED – REVISED

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library Byron Township Branch
8191 Byron Center Ave. SW, Byron Center, MI 49315
Thursday, August 18, 2011 – 4:30 p.m.

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

Absent: None

Guests: Phil Starr, *Ensley Township Supervisor*

I. CALL TO ORDER

Chair Charles R. Myers called the meeting to order at 4:30 p.m.

Chair Myers announced that Trustee Fran Gilcrest resigned from the Board due to family health concerns and he formally recognized her three and a half years of service to Kent District Library.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion: Mr. Petersen moved to approve the agenda as presented.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

IV. LIAISON REPRESENTATIVE COMMENTS – None

V. PUBLIC COMMENTS

Ensley Township Supervisor Phil Starr highlighted key points from his document distributed to the Board. In particular, he encouraged the Board to consider establishing a new library service contract with Ensley Township at a level of .88 mills consistent with the current KDL millage rate. Should the Board approve such a contract, Mr. Starr indicated that the millage question could be put before voters in February, March, or August 2012 depending on the presidential primary election schedule.

VI. BRANCH MANAGER'S REPORT

Byron Township Branch Manager Michelle Minerd welcomed the Board and described the many changes that have occurred at the branch during the last eight months including new paint colors in the study rooms, new framed art throughout the library, and the installation of a new wi-fi bar. Additionally, the branch held a ribbon cutting party in March for their new KDLville early literacy play space. The branch also had a very successful Summer Reading Club (SRC) with over 2,215 participants. Lastly, Ms. Minerd noted that she hopes to create a children's literacy garden behind the library next summer through the support of local donations.

VII. FINANCE REPORTS – July 2011

Motion: Ms. Simpson moved to receive and file the July 2011 finance reports as presented.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Director Lance Werner reported that during its August 11, 2011 meeting, the LLC Board elected Tara Conaway and Tom Genson to serve on the LLC Board Nominating Committee. He also noted that the LLC Board recently completed its annual evaluation of the Cooperative Director.

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IX. APPROVAL OF MINUTES – July 21, 2011

Motion: Ms. Simpson moved to approve the minutes of July 21, 2011 as presented.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

X. DIRECTOR'S REPORT – July 2011

Director Werner highlighted the following items from his report:

- Eric DeHaan was named as the new Tyrone Township Branch Manager and will begin his tenure in October;
- The *OverDrive* Digital Bookmobile will visit the Grandville Branch on August 22nd and the Wyoming Branch on August 23rd;
- *Traction*, a Lansing-based marketing firm, was selected to assist KDL with our new digital materials campaign, which will launch in September; and
- KDL's 2011 Summer Reading Club was our busiest ever with over 26,000 people participating.

XI. OLD BUSINESS

A. Ensley Township Library Service (continued discussion)

Director Werner provided an introductory summary noting that at the end of 2011, approximately 1,200 people in Ensley Township will no longer have access to library service. Should the Board approve option #4 as described in the previously distributed issue analysis on this topic, this would offer library service to the unserved portion of Ensley Township in exchange for property taxes at a rate of .88 mills as well as state aid and penal fines for this portion of the township. Voters in the unserved portion of Ensley Township would have to approve a levy of .88 mills for this to be possible. Additionally, KDL would likely need to consider some stop gap measure to provide library service until the levy question could be added to the ballot in 2012.

The Board discussed this matter further and requested that KDL Administration prepare a document detailing the philosophical and financial considerations of entering into a library service contract with Ensley Township including information on how to address any gap in library service.

XII. NEW BUSINESS

A. Budget Adjustment #2 – Operating Fund

Motion: Mr. Fry moved to approve Budget Adjustment #2 for the Operating Fund as presented.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

B. Issue Analysis: Agent of Record and Broker for Health Insurance

Human Resources Director Brian Mortimore explained that Agents of Record work with HR professionals to help them select insurance providers. He noted that since our inception as a district library, the firm of Crosby & Henry has successfully served as KDL's Agent of Record. For the sake of due diligence, however, KDL issued a Request for Proposal (RFP) for Agent of Record services. The RFP received five responses. Mr. Mortimore noted that all respondents could provide the services desired by KDL, but that only Paychex Insurance Agency offered additional services that would increase staff efficiency.

Motion: Ms. Hoekstra moved to accept Paychex Insurance Agency as Kent District Library's Agent of Record and Broker for health insurance and related ancillary products.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

C. KDL Policy Manual – Section 4: Facilities and Equipment (first reading)

The Board discussed the proposed additions and revisions to Section 4 of the Policy Manual, and suggested further grammatical changes to Policies 4.1 and 4.1.1–4.1.3. This policy section, inclusive of all changes, will be presented for a second reading at the September 15, 2011 meeting.

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D. KDL Policy Manual – Policy 5.1.2: Fund Balance (first reading)

The Board did not suggest additional changes to Policy 5.1.2. The policy will be presented for a second reading at the September 15, 2011 meeting.

E. Request for late opening of the East Grand Rapids Branch on September 10, 2011

Motion: Ms. Hoekstra moved to open the East Grand Rapids Branch at 11:00 a.m. on September 10, 2011 to accommodate the Reeds Lake Triathlon.

Support: Supported by Ms. Bruursema.

RESULT: Motion carried.

XIII. LIAISON REPRESENTATIVE COMMENTS – None

XIV. PUBLIC COMMENTS – None

XV. MISCELLANEOUS CORRESPONDENCE – None

XVI. BOARD MEMBER COMMENTS

Ms. Bruursema: Highlighted the upcoming Friends of Michigan Libraries Trustee Alliance training workshop on Tuesday, October 25, 2011 from 2-8 p.m. at the Kalamazoo Public Library.

Ms. Hoekstra: Noted that the Friends of the Wyoming Library are having a major book sale at the branch on September 9-10, 2011.

Mr. Myers: Noted that, to avoid the duplication of effort in filling a short-term vacancy for Trustee Gilcrest's position (since her term would have ended on December 31, 2011), the Kent County Board of Commissioners have opted to fill the position through the normal appointment process; this means that the vacancy should be filled by January 2012.

Ms. Simpson: Highlighted her attendance at the successful Rockford Reading Festival on August 13th. Noted that it was a fun family event focused on literacy and that Director Werner served as one of the "celebrity" readers.

The Board discussed Ms. Gilcrest's resignation and unanimously agreed that a book of her choosing should be added to the collection of the Krause Memorial Branch to recognize her service to KDL.

XVII. MEETING DATES:

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

Regular Meeting: Thursday, September 15, 2011 – KDL Wyoming Branch – 7:00 p.m.

XVIII. ADJOURNMENT

Motion: Ms. Bruursema moved for adjournment at 6:08 p.m.

Support: Supported by Ms. Weller.

RESULT: Motion carried.


CAROL JEAN SIMPSON, KDL BOARD SECRETARY