

APPROVED

MINUTES

KENT DISTRICT LIBRARY BOARD MEETING

Tyrone Township Hall

28 E. Muskegon St., Kent City, MI 49330; Phone: (616) 678-4779

Thursday, August 20, 2009 – 4:30 p.m.

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

Absent: Charles R. Myers, Denise VanEck

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. Gilcrest.

RESULT: Motion carried.

IV. LIAISON REPRESENTATIVE COMMENTS – None

V. PUBLIC COMMENTS – None

VI. BRANCH MANAGER'S REPORT

Tyrone Township Branch Manager Marcia DeMeester provided a brief history of the Tyrone Township Branch from its inception in 1935. She noted that in 2008 the branch's program room became the Tyrone Historical Society museum and that the branch now primarily uses the Tyrone Township Hall to hold its programs. The township recently installed a bike rack outside the branch as well as a water cooler within the library.

VII. FINANCE REPORTS – June and July 2009

Motion: Mr. Fry moved to receive and file the June 2009 and July 2009 finance reports.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

Library Director Martha Smart highlighted two additional documents that were included with the finance reports. First, the square footage chart details the increases in system-wide library square footage since 1995 and the resulting impact on branch maintenance payments to municipalities. She noted that while the amount KDL pays per square foot has not increased in that timeframe, system-wide library square footage has grown by 69% costing KDL \$88,000 more annually in 2009 than in 1995. The second document provides KDL's responses to the auditors' comments for audit year 2008.

VIII. LAKELAND LIBRARY COOPERATIVE REPORT

Library Director Smart reported that the following motion items were approved at the July 9, 2009 LLC Board meeting:

- A resolution to forward the modified LLC Plan of Service to the Library of Michigan;
- The purchase of a new operating system for the LLC phone system at a cost not to exceed \$3,600;
- The hiring of one additional sorter for 20 hours per week through September 30, 2009;
- A retirement package for LLC Assistant Director Martha Pitchford whose position will be

APPROVED

replaced by a full-time Business Manager and a part-time cataloger; and

- A smoking policy for the LLC Employee Handbook.

Director Smart reported that the following motion items were approved at the August 13, 2009 LLC Board meeting:

- Minor revisions to the modified LLC Plan of Service as recommended by the State Librarian;
- Minor budget adjustments for the current fiscal year;
- Staff travel per diem of \$36.00; and
- LLC affiliate member fee to remain at \$100.00 for fiscal year 2009-2010.

IX. APPROVAL OF MINUTES – June 18, 2009

Motion: Ms. Simpson moved for approval of the June 18, 2009 minutes as presented.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.

X. DIRECTOR'S REPORT – June and July 2009

Library Director Martha Smart highlighted the following items from her reports:

- The successful KDL family picnic in July. She thanked the board members who attended and gave special appreciation to TeamKDL who organized the event and Kim Schweibert, HR Generalist, who led the team.
- Through July, 20 annual reports have been presented to municipalities and the county. Director Smart thanked the board members, leadership team, and branch managers for their participation in these presentations.
- The ALA Annual Conference in July was attended by six board members and six staff members.
- Planning for the inaugural KDL Fund event is underway with Jan Fonger, KDL Development Coordinator, leading the effort. The event will take place on October 29, 2009 at the Forest Hills Fine Arts Center and feature special guest speaker John Grogan, author of *Marley & Me*.

Director Smart concluded by highlighting the executive summary distributed to the board concerning the new Patron Services Department. This Department will answer incoming telephone calls for the entire KDL system thereby freeing up branch staff to provide customer service to in-person patrons. Branch specific telephone calls and advanced reference questions will, however, continue to be referred to a branch. This service will be rolled out to five branches in September and then the remaining branches throughout the course of 2009. A reallocation of funds was not necessary to provide for the staffing and technology needs of this Department.

XI. OLD BUSINESS – None

XII. NEW BUSINESS

A. Contract Areas

KDL entered into contracts with Ensley Township in 1989 and Pierson Township in 1987 to provide library services to residents in these areas. As noted in the contract area analysis, residents in these contract areas only pay \$5.29 per capita for library services as compared to \$38.94 for residents of the KDL service area.

The need to revisit the matter of contract areas has arisen as a result of modifications in Lakeland Library Cooperative's Plan of Service that states contract areas should support their member libraries with 3/10 of a mill on taxable value in order to receive reciprocal borrowing from LLC member libraries. Both of KDL's contract areas currently pay 50% of penal fines; although, the Pierson Township contract stipulates the payment of the difference between penal fines and 3/10 of a mill if penal fines alone do not reach the 3/10 of a mill level.

The board concluded that more information was needed concerning whether these townships have contracts with other libraries and, if so, the terms of those contracts and the manner in which township residents are split between KDL and these other libraries.

Motion: Mr. Fry moved to table this matter to allow staff time to bring forward additional information concerning these contract areas.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

B. Budget Consolidation

KDL Administration recommended changing the reporting format for the budget such that categories are aggregated to better highlight the impact of revenues and expenditures on larger, overarching categories. Detailed line item information will continue to be provided as supplemental information.

Motion: Ms. Hoekstra moved to approve the new budget format as presented.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

C. KDL Policy Manual – Section 6: Personnel (Policies 6.1 – 6.4)

Library Director Smart reviewed the proposed changes to policies 6.1 – 6.4. Trustee Simpson suggested changes to a number of policies.

D. Request to close the East Grand Rapids Branch for the Reeds Lake Triathlon

Motion: Ms. Hoekstra moved to close the East Grand Rapids Branch on September 12, 2009 from 9:30am to 11:00am for the Reeds Lake Triathlon.

Support: Supported by Mr. Fry.

RESULT: Motion carried.

XIII. LIAISON REPRESENTATIVE COMMENTS – None

XIV. PUBLIC COMMENTS – None

XV. MISCELLANEOUS CORRESPONDENCE – None

XVI. BOARD MEMBER COMMENTS

Trustees Fry, Hoekstra, Petersen, and Simpson shared feedback on their attendance at the ALA Annual Conference and expressed gratitude at having the opportunity to celebrate Trustee Bruursema's receipt of the ALA Trustee Citation award. Trustee Gilcrest noted the upcoming Rockford Reading Festival on August 29th intended to promote reading and literacy in the community. Trustee Bruursema thanked the trustees and staff who were present when she accepted her award at the ALA Annual Conference as well as those who sent cards and letters. She also highlighted the upcoming rally at the state capitol on September 10th to support Michigan libraries.

XVII. MEETING DATES

Budget Work Session: Thurs., August 27, 2009 – KDL Service Center – 4:30 p.m.

Regular Meeting: Thurs., September 17, 2009 – KDL East Grand Rapids Branch – 7:00 p.m.

XVIII. ADJOURNMENT

Motion: Ms. Simpson moved for adjournment at 6:16 p.m.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried.


CAROL JEAN SIMPSON, KDL BOARD SECRETARY