

MINUTES - REVISED

KENT DISTRICT LIBRARY BOARD MEETING
Kent District Library East Grand Rapids Branch
746 Lakeside Dr. SE, East Grand Rapids, MI 49506 – (616) 647-3880
Thursday, September 17, 2009 – 7:00 p.m.

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

Absent: None

Guests: Tim DeGryse, Tim Richards, Becky Richards – *West Michigan Blues Society*

I. CALL TO ORDER

Chair Shirley Bruursema called the meeting to order at 7:00 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. Hoekstra.

RESULT: Motion carried.

IV. PUBLIC HEARING – 2010 Budget

Motion: Ms. Simpson moved to recess the Kent District Library Board meeting at 7:03 p.m. to commence the public hearing on the 2010 proposed budget.

Support: Supported by Ms. Hoekstra.

Roll call taken by the Secretary:

Ms. Bruursema – Yes

Ms. Hoekstra – Yes

Ms. Simpson – Yes

Mr. Fry – Yes

Mr. Myers – Yes

Ms. VanEck – Absent

Ms. Gilcrest – Yes

Mr. Petersen – Yes

RESULT: Motion carried 7-0.

There were no public comments regarding the 2010 proposed budget.

Motion: Ms. Hoekstra moved to close the public hearing and reconvene the Board meeting at 7:05 p.m.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

V. LIAISON REPRESENTATIVE COMMENTS – None

VI. PUBLIC COMMENTS

Trustee Myers introduced guests from the West Michigan Blues Society who were present to celebrate the donation of signed copies of the book *Blues Journey* to Kent District Library. The book's author, Walter Dean Myers, donated copies of his book at Trustee Myers' request.

VII. BRANCH MANAGER'S REPORT

East Grand Rapids Branch Manager Dawn Lewis noted that the branch just celebrated its third anniversary in its current location and indicated changes that have occurred since the branch opened including the addition of a business center and moving of the Early Literacy area to a larger space. She also highlighted the success of this year's Summer Reading Club which included heavily attended

programs held both at the branch and in John Collins Park. Lastly, she noted the value of the branch's teen volunteers who assisted with the summer programs.

VIII. FINANCE REPORTS – August 2009

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

Support: Supported by Ms. Gilcrest.

RESULT: Motion carried.

IX. LAKELAND LIBRARY COOPERATIVE REPORT

No report was given as the Lakeland Library Cooperative meeting had not yet been held this month. Library Director Smart noted that she will provide both the September and October reports next month.

X. APPROVAL OF MINUTES – August 20, 2009 and August 27, 2009

Motion: Ms. Simpson moved for approval of the August 20, 2009 minutes as presented.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

Motion: Mr. Petersen moved for approval of the August 27, 2009 minutes as presented.

Support: Supported by Ms. VanEck.

RESULT: Motion carried.

XI. DIRECTOR'S REPORT – August 2009

Library Director Martha Smart highlighted three items from her written report:

- KDL exceeded its all-time Summer Reading Club participation record with over 21,000 kids taking part this summer.
- The audit of the KDL Pension Plan resulted in an unqualified opinion from our auditors.
- Heidi Nagel, KDL Training Manager, was recently elected to the Michigan Library Association's Board of Directors for a three-year term.

XII. OLD BUSINESS

A. 2010 Budget and Resolution to Levy a Districtwide Property Tax

Motion: Mr. Fry moved that based upon the revenue and expenditure projections in the 2010 budget, the Board has determined that it will levy a district-wide tax in the amount of 0.8800 mill to be collected with the December 1, 2009 tax levy for district library purposes.

Support: Supported by Mr. Petersen.

Discussion: The Trustees and staff discussed the importance of the strategic plan priorities in the budget setting process. Trustee Simpson expressed concern over the discontinuation of KDL's participation in the One Book, One County event.

Roll call vote taken by the Secretary:

Ms. Bruursema – Yes

Ms. Hoekstra – Yes

Ms. Simpson – No

Mr. Fry – Yes

Mr. Myers – Yes

Ms. VanEck – Yes

Ms. Gilcrest – Yes

Mr. Petersen – Yes

RESULT: Motion carried 7-1.

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

Motion: Ms. Simpson moved to approve the proposed changes to Policies 6.1 – 6.4.

Support: Supported by Ms. VanEck.

RESULT: Motion carried.

XIII. NEW BUSINESS

A. Budget Adjustment #1

KDL Finance Director Sherry Bava reviewed the proposed budget adjustments. The Trustees and staff

APPROVED

discussed the recent procedural change of lowering the fine threshold for customer Internet access from \$40.00 to \$10.00.

Motion: Mr. Myers moved to approve Budget Adjustment #1 for 2009.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

B. Pension Board – KDL Pension Plan Employer Contribution Rate

Motion: Mr. Petersen moved to adopt the employer contribution rate of 10.07% for the 2010 fiscal year as recommend by the KDL Pension Board.

Support: Supported by Ms. Simpson.

RESULT: Motion carried.

C. Issue Analysis – Learning Management System

KDL Training Manager Heidi Nagel described the review process for the Learning Management System (LMS) software, detailed some of the specific benefits of the product provided by GeoLearning, Inc., and answered Trustee questions concerning the software. The annual fee for a three-year GeoLearning LMS software license is \$10,500.

Motion: Ms. Hoekstra moved to approve the selection of GeoLearning, Inc. as the Learning Management System vendor for the KDL Human Resources Department through 2012.

Support: Supported by Mr. Fry.

RESULT: Motion carried.

D. Issue Analysis – Staff Workstation Upgrade

KDL IT Director Jim Bruxvoort described the staff workstation upgrade providing details concerning the thin client hardware and VMware view software. He noted that staff desktop virtualization should significantly reduce the number of FTEs required to repair computers.

Motion: Mr. Myers moved to approve the purchase of equipment and software from Trivalent Group at a cost of \$167,000 for the staff workstation upgrade.

Support: Supported by Ms. VanEck.

RESULT: Motion carried.

E. Issue Analysis – *What's Next* Contract

Library Director Martha Smart noted that the contract with BookLetters LLC to distribute the *What's Next* database would assist in KDL's long range strategic plan objective of generating 10% of revenue outside of state and local funding. She indicated that the contract duration is through December 31, 2010 and can be renewed for successive additional one-year periods.

Motion: Mr. Fry moved to approve the contract to grant BookLetters LLC a limited, non-exclusive, revocable, non-transferable license to distribute the KDL *What's Next* database.

Support: Supported by Mr. Myers.

RESULT: Motion carried.

F. 2010 Board of Trustees Meeting Schedule

Motion: Mr. Myers moved to approve the 2010 KDL Board of Trustees meeting schedule as presented.

Support: Supported by Ms. Gilcrest.

RESULT: Motion carried.

G. 2010 Holiday Closings


Motion: Mr. Myers moved to approve the 2010 KDL holiday closings as presented.

Support: Supported by Mr. Petersen.

RESULT: Motion carried.

XIV. LIAISON REPRESENTATIVE COMMENTS – None

- XV. PUBLIC COMMENTS – None
- XVI. MISCELLANEOUS CORRESPONDENCE – None
- XVII. BOARD MEMBER COMMENTS
Ms. Gilcrest: Noted that the Krause Memorial branch will receive new carpet, floor tile, and interior paint this fall.
Mr. Myers: Noted that his term on the KDL Board ends on December 31, 2009 and that he is in the process of reapplying for another term.
Ms. Bruursema: Highlighted the “Reading Rocks in Rockford” event that she attended with Library Director Smart on August 29th. She noted that it was a great event with excellent guest authors.
- XVIII. MEETING DATES
Regular Meeting: Thursday, October 15, 2009 – KDL Service Center – 4:30 p.m.
- XIX. ADJOURNMENT
Chair Shirley Bruursema adjourned the meeting at 8:41 p.m.


CAROL JEAN SIMPSON, KDL BOARD SECRETARY