

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: October 23, 2023
Time: 5:00 p.m.
Location: Van Deusen Room, Central Library

CALL TO ORDER:

President Roth called the meeting to order at 5:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. ROLL CALL

Present: Jannie Williams, Lisa Godfrey, Christy Roth, Kori Jock, Emily Greenman Wright, Linda Mah

Absent: Denise Miller

II. RECOGNITIONS, RESOLUTIONS, AND COMMUNICATIONS

III. PERSONS REQUESTING TO ADDRESS THE BOARD

There were no persons who addressed the board.

IV. CONSENT CALENDAR

A. *Minutes of the Meeting of September 18, 2023*

B. *Minutes of the Meeting of September 25, 2023*

C. *Personnel Items:* Trustee Williams acknowledged employee new hires, employee separations, and employee anniversaries within the organization.

MOTION: E. GREENMAN WRIGHT MOVED AND K. JOCK SUPPORTED THE MOTION TO ACCEPT THE CONSENT CALENDARS FOR THE MONTH OF AUGUST ENDING SEPTEMBER 25, 2023.

Roll Call Vote: J. Williams – yes; L. Godfrey – yes; L. Mah – yes; K. Jock – yes; C. Roth – yes; E. Greenman Wright – yes.

MOTION CARRIED 6-0

V. FINANCIAL REPORT

A. *Financial Reports for the Month Ending September 30, 2023*

Recommendation: Interim Director Terry New recommended the Board accept the Financial Reports for the month ending September 30, 2023.

MOTION: L. GODFREY MOVED AND J. WILLIAMS SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING SEPTEMBER 30, 2023.

Discussion: Nnamdi Dike, Head of Budget and Finance, gave a summary highlighting the August Financial Reports.

Roll Call Vote: J. Williams – yes; L. Godfrey – yes; L. Mah – yes; K. Jock – yes; C. Roth – yes; E. Greenman Wright – yes.

MOTION CARRIED 6-0

VI. REPORTS AND RECOMMENDATIONS

Reports

A. *Presentation of Audited Financial Statements – Gabridge & Company*

Matt Holland, an auditor, from Gabridge & Company, gave a presentation on the audit results that were conducted on the Kalamazoo Public Library's financials. Auditor Holland also informed the board that the Governmental Accounting Standards Board (GASB) has created a new standard that is mandatory for all government entities to follow.

B. *Library Statistics Dashboard – Jim Clarey/ILS Specialist*

Integrated Library Systems Specialist Jim Clarey gave a presentation to the Board about the Library Statistics Dashboard. In this presentation he demonstrated how the public as well as patrons can use the Library Statistics Dashboard.

VII. COMMITTEE REPORTS

A. *Finance and Budget Committee* – Trustee Godfrey stated the committee went over the draft audit with Finance and Budget Department Head Nnamdi Dike. The committee also discussed the compensation range for a new library director.

B. *Personnel Committee* – Trustee Williams stated the committee reviewed the resolution procedure, and informed the board that a 360 evaluation process for the director should be implemented for the director.

C. *Fund Development Committee* – No meeting.

D. *Director's Building Advisory Committee* – No meeting.

E. *Ad hoc Bylaw Review Committee* – No meeting.

VIII. OTHER BUSINESS

A. Director's Report

Interim Director New reported on the following topics:

- Interim Director New reported that on October 14th Trustee Jock received the Daughters of the American Revolution Literacy Award on behalf of the library.
- Interim Director New stated that the library received a generous donation of \$32,000 from Friends of Kalamazoo Public Library. Portions of this donation will be used to sponsor the Ready to Read/Great Grown-Up Spelling Bee and a youth writing contest and the remaining is undesignated.
- Banned Books Week, October 1-7, was a HUGE success! Hundreds of people attended one or all of the three events highlighted that week. The events included Black Out Poetry on October 2 at the Eastwood Branch, Banned Books Week Panel on October 3 at the Oshtemo Branch, and the Read Out and Rock Out featuring Bitch and Crys Matthews on October 6 at the Old Dog Tavern. The concert was an amazing event with over 200 people listening to nine staff and community members read from banned or challenged books and watching fabulous performances from two amazing talents!
- The Michigan Library Association Annual Conference was a great success and incredible event.
- The Request for Proposal (RFP) for the Space Needs Study will be released on November 1st.

B. Executive Search Committee

- Trustee Williams reported that the committee worked on and completed creating a document of desired characteristics and qualifications for a new director. This committee work was led by Dr. Karika Parker. Once a firm is selected and hired, the firm will be given this document to create a formal job description for the director's position.

MOTION: C. ROTH MOVED AND E. GREENMAN WRIGHT SUPPORTED THE MOTION TO APPROVE THE CREATION OF THE EXECUTIVE SEARCH COMMITTEE FOR THE RFP.

Roll Call Vote: J. Williams – yes; L. Godfrey – yes; L. Mah – yes; K. Jock – yes; C. Roth – yes; E. Greenman Wright – yes.

MOTION CARRIED 6-0

IX. PERSONS REQUESTING TO ADDRESS THE BOARD

There were no persons who addressed the board.

X. COMMENTS BY TRUSTEES

- L. Godfrey encourage the Board of Trustees to attend the Great Grown-Up Spelling Bee.
- K. Jock stated that the Michigan Library Association conference reception was lovely and wonderful to attend. Trustee Jock congratulated all the staff who participated in assisting the reception for their hard work.
- E. Greenman Wright stated that she is grateful for the work that the Kalamazoo Public Library staff does. Trustee Greenman Wright also stated that she is appreciative of our pivot towards more and refined data collection, and the incredible work being done around mental health and young families struggling with mental health.
- L. Mah thanked Community Engagement Department Head Kevin King and the staff he coordinated with for their amazing work on the Michigan Library Association conference reception. Trustee Mah informed the board that the Great Grown-Up Spelling Bee will be taking place on November 15th, and the event is for fundraising. Trustee Mah encouraged the board to donate at the event if they are able.
- J. Williams stated it was great to see the librarians at the Michigan Library Association conference.
- President Roth echoed the same sentiments that the Michigan Library Association conference was a great event. President Roth also stated that everyone should be proud of the work across the library district in all of the branches.

XI. ADJOURNMENT

Hearing no objection, President Roth adjourned the meeting at 6:20 p.m.

X_____
Jannie Williams
Secretary