

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: December 11, 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, Denise Miller

Absent: None

II. RECOGNITIONS, RESOLUTIONS, AND COMMUNICATIONS

III. PERSONS REQUESTING TO ADDRESS THE BOARD

Kristine Pioch, a patron of the Library, commented on the proposed Board meeting time in the 2024 Board Meeting Calendar. This patron stated that the proposed time of 4:00 p.m. may not be accessible for working members of the community.

Interim Director Terry New informed this patron that an error occurred, and the correct proposed time for the 2024 Board Meeting Calendar is 5:00 p.m.

IV. CONSENT CALENDAR

A. *Minutes of the Meeting of October 16, 2023*

B. *Minutes of the Meeting of October 23, 2023*

C. *Minutes of the Meeting of October 30, 2023*

D. *Minutes of the Meeting of November 7, 2023*

E. *Minutes of the Meeting of November 13, 2023*

F. *Minutes of the Meeting of November 20, 2023*

G. *Minutes of the Meeting of November 30, 2023*

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

MOTION: L. MAH MOVED AND E. GREENMAN WRIGHT SUPPORTED THE MOTION TO ACCEPT THE CONSENT CALENDARS FOR THE MONTH OF OCTOBER ENDING NOVEMBER 30, 2023.

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

MOTION CARRIED 7-0

V. FINANCIAL REPORT

A. Financial Reports for the Month Ending October 31, 2023

Recommendation: Interim Director New recommended the Board accept the Financial Reports for the month ending October 31, 2023.

MOTION: L. GODFREY MOVED AND J. WILLIAMS SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING OCTOBER 31, 2023.

Discussion: Nnamdi Dike, Department 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; D. Miller – yes.

MOTION CARRIED 7-0

VI. REPORTS AND RECOMMENDATIONS

Recommendations

A. Acceptance of the Audited Financial Statements, FY 2022-2023

Recommendation: Interim Director New recommended the Board accept the Financial Statements and auditor opinion for the year ending June 30, 2023 from Gabridge & Company.

MOTION: L. GODFREY MOVED AND E. GREENMAN WRIGHT SUPPORTED THE MOTION TO ACCEPT THE AUDITED FINANCIAL STATEMENTS FOR THE 2022-2023 FISCAL YEAR ENDING JUNE 30, 2023.

Discussion: Nnamdi Dike, Department Head of Budget and Finance, gave a presentation explaining the Audit Financial Statements for the fiscal year of 2022-2023.

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

MOTION CARRIED 7-0

B. Mid-Year Close Estimate Budget FY 2023-2024

Recommendation: Interim Director New recommended the Board accept Mid-Year Close Estimate Budget (“CEB”) for the Library’s General Operating Fund for FY 2023-2024.

MOTION: L. GODFREY MOVED AND K. JOCK SUPPORTED THE MOTION TO ACCEPT THE MID-YEAR CLOSE ESTIMATE BUDGET FOR THE LIBRARY’S GENERAL OPERATING FUND FOR THE FISCAL YEAR 2023-2024.

Discussion: Nnamdi Dike, Department Head of Budget and Finance, gave a presentation explaining Mid-Year Close Estimate Budget (“CEB”) for the Library’s General Operating Fund for FY 2023-2024.

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

MOTION CARRIED 7-0

C. 2024 Non-Resident Fee and Digital Fee

Recommendation: Interim Director New recommended the Board accept the renewal of the non-resident library card fee for 2024 at \$250 per household and \$125 per student non-resident. Interim Director New further recommended that the Board establish the price of a digital access card offered to unserved residents of Texas Township (those residing within the Mattawan or Schoolcraft School Districts) at 50% of the non-resident fee, or \$125 per household for the digital card during calendar year 2024.

MOTION: D. MILLER MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE 2024 NON-RESIDENT FEE AND DIGITAL FEE.

Discussion: Nnamdi Dike, Department Head of Budget and Finance, gave a summary overview of the 2024 Non-Resident Fee and Digital Fee.

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

MOTION CARRIED 7-0

D. Child Safety Policy

Recommendation: Interim Director New recommended the Board accept the revised Child Safety Policy.

MOTION: K. JOCK MOVED AND J. WILLIAMS SUPPORTED THE MOTION TO ACCEPT THE REVISED CHILD SAFETY POLICY.

Discussion: Sandra Farag, Head of Youth Services, gave a presentation of the revised Child Safety Policy.

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

MOTION CARRIED 7-0

E. 2024 Board Meeting Calendar

Recommendation: Interim Director Terry New recommended the Board accept the 2024 Board Meeting Calendar.

MOTION: K. JOCK MOVED AND J. WILLIAMS SUPPORTED THE MOTION TO ACCEPT THE 2024 BOARD MEETING CALENDAR.

Discussion: Interim Director New acknowledged there was an error on the recommendation which states the proposed meeting time would be 4pm, and stated the correct proposed meeting time will be 5 pm for the year 2024. Interim Director New further explained the documentation will be updated.

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

MOTION CARRIED 7-0

Reports

A. *Strategic Plan 2024*

Kevin King, Department Head of Community Engagement, gave a presentation on the 2024-2025 Strategic Plan for the Kalamazoo Public Library. Department Head King discussed how the 2024-2025 Strategic Plan will be an extension of the previous strategic plan, with the updated goals and benchmarks of the current strategic plan.

VII. COMMITTEE REPORTS

A. *Finance and Budget Committee* – Trustee Godfrey stated the committee reviewed the Mid-Year Close Estimate Budget.

B. *Personnel Committee* – Trustee Williams stated the committee discussed next steps for the director search and continued discussion on the 360 evaluation.

C. *Fund Development Committee* – No meeting.

D. *Director's Building Advisory Committee* – Interim Director New stated the committee did have a meeting in November discussing moving the release of the Space Study RFP to the first quarter of 2024. This decision was made so the Space Study RFP can better coincide with the onboarding of a new director.

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 the Library received a generous donation of \$10,000 from an anonymous source to be used for the support of the Library's hotspot lending program.
- Interim Director New stated that the parking lot project at the Oshtemo Branch is now complete, with a notable improvement being the upgrade of ADA spaces to ensure compliance with accessibility standards.
- Interim Director New continued on by stating Byce Engineering and Miller-Davis Construction is moving forward on the roof projects for the Oshtemo and Eastwood Branches. At Oshtemo, the plan includes replacing the roof and the rooftop HVAC unit with a more energy-efficient model, ensuring adherence to current Michigan Energy Codes. The Eastwood Branch's project involves installing a cold roof design to prevent ice dams during winter.
- The Central Branch Cooling Tower is scheduled for delivery at the end of December. This pivotal component will enable us to complete the project by the close of this calendar year.
- Interim Director New gave an update on the Staff Day event that occurred on December 7th. The focus of this staff day was trauma-informed approaches. A keynote speaker Beth Wahler who is a researcher, consultant, and trainer specializing in social work provided an interactive workshop on learning what is trauma-informed librarianship. Furthermore, a second keynote speaker Kama Mitchell discussed with staff about how to engage in community care.
- During December we did Rainbow Awards, and these awards are given to staff members when they go above and beyond their work.

B. Board Nominating Committee

- President Roth nominated Trustee Greeman-Wright, Trustee Mah, and Trustee Jock to be on the Board Nominating Committee, with Trustee Jock being the chair of that committee.

C. Board Development Discussion

- President Roth led the discussion with a question to the Trustees, asking what is needed for next steps in board development. Trustee Miller stated that obtaining assistance with the 360 evaluation is of importance. Trustee Williams stated extending the contract with Onyx

Consulting Executive Leadership, LLC. Trustee Godfrey stated that there should be a focus on the Ray & Associates search firm and understanding more about the resources they provide. Trustee Mah continued the discussion by stating there should be a focus on resources that the search firm is able to provide. President Roth stated she and Interim Director New will get in contact with Ray & Associates to discuss additional resources for the director search.

IX. PERSONS REQUESTING TO ADDRESS THE BOARD

There were no persons who addressed the board.

X. COMMENTS BY TRUSTEES

- L. Godfrey gave no comment.
- K. Jock gave no comment.
- D. Miller thanked the staff for welcoming the Trustees at the Staff Day event.
- E. Greenman Wright echoed thanks to the staff and acknowledged the amazing work highlighted in the Director's Report.
- L. Mah echoed thanks to the staff who gave a warm welcome to the board members during Staff Day. Trustee Mah also gave thanks to Department Head Dike for his financial expertise. Trustee Mah stated the Director's Report was excellent, and lifted up two author visits which she attended, and thought the programming was excellent.
- J. Williams thanked Interim Director New and her staff. Trustee Williams congratulated Sandra Farag, Department Head of Youth Services, for being elected to the Literacy Council board. Trustee Williams also wished Department Head King good luck on his run for the President of the Core Division of the American Library Association (ALA).
- President Roth echoed thanks to staff and congratulated the Rainbow Award winners. President Roth thanked Department Heads Dike, Farag, and King for staying late and presenting to the board.

XI. ADJOURNMENT

Hearing no objection, President Roth adjourned the meeting at 7:18 p.m.

X

Jannie Williams
Secretary