

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: August 28, 2023
Time: 5:00 p.m.
Location: Van Deusen Room, Central Library

PUBLIC HEARING: President Roth called the Public Hearing to order at 5:00 p.m.

President Roth closed the public hearing at 5:02 p.m.

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, Linda Mah, Kori Jock, Emily Greenman Wright

Absent: Denise Miller

II. RECOGNITIONS, RESOLUTIONS, AND COMMUNICATIONS

No recognitions, resolutions, and communications were presented during the meeting.

III. PERSONS REQUESTING TO ADDRESS THE BOARD

There were no persons that came forth to address the board.

IV. CONSENT CALENDAR

- A. *Minutes of the Meeting of July 24, 2023*
- B. *Personnel Items:* Trustee Jock acknowledged employee new hires, employee separations, and employee anniversaries within the organization.

MOTION: K. JOCK MOVED AND E. GREENMAN WRIGHT SUPPORTED THE MOTION TO ACCEPT THE CONSENT CALENDARS FOR THE MONTH OF JULY ENDING JULY 24, 2023.

MOTION CARRIED 6-0

V. FINANCIAL REPORT

- A. *Financial Reports for the Month Ending July 31, 2023*

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

MOTION: L. GODFREY MOVED AND E. GREENMAN WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JULY 31, 2023.

Discussion: Nnamdi Dike, Head of Budget and Finance, gave a summary highlighting the June 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

Recommendations

A. *MERS Delegates*

Recommendation: Interim Director Terry New recommended Board approval of a standard piece of business to appoint and designate delegates to go to the MERS (Municipal Employees Retirement System) Conference Annual Retirement Conference. This is an opportunity for staff to receive training and information on all the different benefit packages that not only defines benefits and contributions that the library offers, but also the healthcare savings program provided through MERS. The education on the 457 program is also included. Interim Director New recommended the appointment of Patron Services Department Head Michael Cockrell as the officer delegate and the alternate delegate would be Finance & Budget Department Head Nnamdi Dike. Then Interim Director New recommended Librarian Specialist Jill Lansky to be certified as the employee delegate to serve at the 2023 MERS Conference, and Human Resource Specialist Amy Clark to serve as the alternate for the employee delegate.

Discussion: President Roth asked if the delegate was voted on by the employees of the organization. Interim Director New confirmed that the employee delegate was chosen by votes from employees of the organization. Interim Director New further explained that an employee can put themselves in to be voted by expressing interest in attending the conference.

MOTION: E. GREENMAN WRIGHT MOVED AND K. JOCK SUPPORTED THE MOTION TO APPROVE THE MERS DELEGATES.

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

Materials Selection Policy

Recommendation: Interim Director New recommended Board approval of the revised Material Selection Policy. Interim Director New explained that Department Head Cockrell, along with a group of staff members, reviewed and reconstructed of the policy.

This policy was reviewed by the Library's legal consultant. Also, the last revision of the policy occurred in 2014 and the Materials Selection Policy is recommended to be reviewed every five years. Then Department Head Cockrell gave a presentation to the board about the updated Materials Selection Policy.

Discussion: Trustee Williams made comment that the Materials Selection Policy was very thorough and appreciated Department Head Cockrell including the Library of Things into the selection policy. Trustee Mah asked about the process of receiving new books and how a high demand of a particular book can affect the timeliness of the Library receiving the book. Department Head Cockrell explained the process of incoming books and stated that books that are in high demand may have a delay in being processed into the Library's collection. Trustee Godfrey asked how a book can be missed, and not make it into the collection. Department Head Cockrell explained that it can be due to systems error or human error on either end of the retailer or the Library.

MOTION: J. WILLIAMS MOVED AND K. JOCK SUPPORTED THE MOTION TO APPROVE THE MATERIALS SELECTION POLICY.

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

B. Texas Township Contract

Recommendation: Interim Director New recommended Board approval of recommendation of Texas Township Draft Contract. Department Head Dike gave a presentation on the financial impact to the Library if it continued a financial relationship with Texas Township.

Discussion: President Roth asked Department Head Dike if there was an evaluation process and tracking process to assess the financial outcomes on the Texas Township Contracts in the future. Department Head Dike confirmed the Finance and Budget Department does have those processes. Trustee Godfrey asked if the legal counsel review the draft contract. Interim Director New stated the contract has not been reviewed by legal counsel because it is a draft contract. Trustee Godfrey noted that the draft contract did not have a provision for state funds and needs to be added.

MOTION: L. GODFREY MOVED AND J. WILLIAMS SUPPORTED THE MOTION TO APPROVE THE DRAFT RECOMMENDATION OF THE TEXAS TOWNSHIP CONTRACT.

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

Reports

A. Oshtemo Branch Report

Andrea Vernola, Branch Manager at Oshtemo Branch, gave a data and statistical analysis on various aspects of the Oshtemo Branch to the Board. Branch Manager Vernola explained how to interpret the data and what it means for the Oshtemo Branch.

VII. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – Trustee Godfrey stated the committee did meet and primarily discussed the Texas Township Contract.
- B. *Personnel Committee* – Trustee Williams stated the committee did meet and discussion topics will be presented in other business.
- 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 The Professional Development Committee has reconvened and are planning the return of Staff In Service Day. The date is set for Thursday, December 7th 2023. The library will be closed on that date.
- There is a staff-led task force led by Community Engagement Department Head Kevin King that is planning the Michigan Library Association Annual Conference reception. This conference is a way for libraries to showcase themselves and the library services they provide.
- The annual Staff Breakfast will be on September 14th, 2023 from 8:00 am. to 10 am. Trustees and staff are all invited.
- Digital Access for All (DAFA) community partnership will continue with its goal of providing reliable access to internet. This program will be moving into its fourth year. Currently the program has reported to have distributed over 4,000 hotspots throughout the community.
- The Reading Together Selection Committee has decided on the four nominees that will be up for the public to vote on in September.
- Kanopy digital platform the Library provides continues to grow. In the month of August there were over 75 accounts that were set up in the first half of the month.
- Due to an uptick in COVID cases the Library will continue to supply COVID kits. Furthermore, there is a strong demand for them.

- Curbside Service discontinued the use of text for notification. Patrons will have to call the number listed to completed a curbside pickup.
- A process to send out an Request for Information (RFI) for the space study has been created.
- ONEplace has restarted their grant writing basics and research tools workshop with an enhanced focus on equity.

B. Recognition of Amanda Green Scholarship graduates

- Theodore Gill will be recognized at the next board meeting.

IX. PERSONS REQUESTING TO ADDRESS THE BOARD

A district patron provided comment regarding Texas Township.

X. COMMENTS BY TRUSTEES

- L. Godfrey stated that the true New Year is the first of the school year. Trustee Godfrey thanked the staff for the work they have done for the new school year.
- L. Mah thanked the DAFA program for its hard work in community.
- J. Williams stated that she is honored to be a part of the organization, and personally thank Branch Manager Vernola for Rhythm Readers program.
- E. Greeman Wright stated how she enjoys the Library's programs personally. Trustee Greenman Wright stated that the programs are innovative and enjoyable. Also, thanked Branch Manager Vernola for the data party she provided to the board and Interim Director New for all her hard work.
- K. Jock echoed thanks to staff.
- President Roth thanked persons addressing the board and staff for addressing their concerns regarding Texas Township. President Roth echoed thanks to Branch Manager Vernola, the committees, and staff.

XI. ADJOURNMENT

Hearing no objection, President Roth adjourned the meeting at 6:41 p.m.

X

Jannie Williams
Secretary