Kalamazoo Public Library

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES

PUBLIC MEETING

Date: January 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.

OATH OF OFFICE:
David DeVries, KPL Librarian and Notary Public, administered the oath of office to K. Jock, E. Greenman Wright, D. Miller, and L. Mah.

DISPOSITION: Trustees thanked D. DeVries for administering the oath of office.

ELECTION OF OFFICERS: The Nominating Committee presented the following slate of officers, first shared at the December 12, 2022 meeting.

Recommendation:
Christy Roth, President
Denise Miller, Vice President
Lisa Godfrey, Treasurer
Jannie Williams, Secretary

Hearing no further suggestions, President Williams closed the nominations.

MOTION: L. GODFREY MOVED AND C. ROTH SUPPORTED THE MOTION TO APPROVE THE SLATE OF OFFICERS RECOMMENDED BY THE NOMINATION COMMITTEE FOR 2023-2024.

MOTION CARRIED 7-0

AGENDA APPROVAL: Interim Director New, stated that an Open Meetings Act training discussion would be added to Other Business. The agenda was approved.

I. ROLL CALL

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

Absent: None

II. RECOGNITIONS, RESOLUTIONS AND COMMUNICATIONS

A. Banking Resolution

Recommendation: Interim Director Terry New recommended the Board adopt the attached resolution to authorize bank signature authority.

Executive Summary: It is necessary at this time to update, by Board of Trustees resolution, the persons upon whom authority to transact banking business on behalf of Kalamazoo Public Library is conferred.

MOTION: L. GODFREY MOVED AND J. WILLIAMS SUPPORTED THE MOTION TO ADOPT THE ATTACHED RESOLUTION TO AUTHORIZE BANK SIGNATURE AUTHORITY.

Discussion: There was no discussion.

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

MOTION CARRIED 7-0

B. Flagstar Resolution

Recommendation: Interim Director New recommended the Board adopt the attached Public Unit Resolution and Master Signature Authorization Agreement from Flagstar Bank.

Executive Summary: It is necessary at this time to update, by resolution provided by Flagstar Bank, the persons upon whom authority to transact banking business on behalf of the Kalamazoo Public Library is conferred.

MOTION: D. MILLER MOVED AND C. ROTH SUPPORTED THE MOTION TO ADOPT THE ATTACHED PUBLIC UNIT RESOLUTION AND MASTER SIGNATURE AUTHORIZATION AGREEMENT FROM FLAGSTAR BANK.

Discussion: There was no discussion.

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

MOTION CARRIED 7-0

C. TD Ameritrade Resolution

Recommendation: Interim Director New recommended the Board adopt the attached TD Ameritrade Incumbency Certificate.

Executive Summary: It is necessary at this time to update, by resolution provided by TD Ameritrade, the persons upon whom authority to transact business with TD Ameritrade on behalf of the Kalamazoo Public Library is conferred.

MOTION: J. WILLIAMS MOVED AND C. ROTH SUPPORTED THE MOTION TO ADOPT THE ATTACHED TD AMERITRADE INCUMBENCY CERTIFICATE.

Discussion: There was no discussion.

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

MOTION CARRIED 7-0

III. PERSONS REQUESTING TO ADDRESS THE BOARD

Cheryl TenBrink gave an address of 704 Lynn Ave. and congratulated the new trustees on their election. She then addressed the Board on the topic of audio broadcasting inadequacies and personal contact information of the trustees.

Jeff Messer addressed the Board on the topic of services for patrons concerning technology services and internet filtering.

IV. CONSENT CALENDAR

A. Minutes of the Meeting of December 12, 2022

B. Personnel Items: President Roth acknowledged the employees in the Human Resources updates.

V. FINANCIAL REPORT

A. Financial Reports for the Period Ending November 30, 2022, and December 31, 2022

Recommendation: Interim Director New recommended the Board accept the Financial Reports for the month ending November 30, 2022, and December 31, 2022.

MOTION: L. GODFREY MOVED AND L. MAH SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING NOVEMBER 30, 2022, AND DECEMBER 31, 2022.

Discussion: Nnamdi Dike, Head of Finance and Budget provided a summary of the monthly financials.

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

MOTION CARRIED 7-0

VI. REPORTS AND RECOMMENDATIONS

Recommendations

A. Acceptance of the Audited Financial Statements, FY 2021-2022

Recommendation: Interim Director New recommended board acceptance of the Financial Statements and auditor opinion for the year ending June 30, 2022, from Gabridge & Company.

Executive Summary: The library received an unmodified "clean" opinion for the presentation of the financial statements. The Finance and Budget committee has reviewed the audit and the auditor's opinion and presents the report and financial statements for the fiscal year 2021-2022 for consideration by the full Library Board of Trustees.

MOTION: L. GODFREY MOVED AND E. GREENMAN WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL STATEMENTS AND AUDITOR OPINION FOR THE YEAR ENDING JUNE 30, 2022 FROM GABRIDGE & COMPANY.

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

MOTION CARRIED 7-0

Reports

A. Security Update

Kevin King, Head of Community Engagement gave a presentation on Safety and Security at the library. In his presentation he emphasized the following elements:

- New incident reporting form
- Trauma informed care
- Language changes
- Staff determined severity levels in incident reporting
- Supervisor follow up based on the incident report severity level
- Security guard team overview
- Social Work Intern's projects
- Safety training for staff and guards

Discussion: The Trustees asked clarifying questions and K. King provided additional detail on the processes and procedures relating to safety, security, and social work. The Trustees applauded the security and safety elements implemented at the library and thanked K. King for reporting.

B. Technology Services Update

Jarrod Wilson, Head of Technology Services, gave a presentation highlighting technology services at the library. Prior to reporting, he addressed the comments made by the public. His report called to attention the following topics:

- Departmental make up
- Safety and cyber security
- Technology programs for patrons
- Gaming and VR
- Kalamazoohistory.org website
- Stat collection and ILS
- Technology internship

Discussion: The Trustees asked follow-up questions and J. Wilson provided additional detail. Trustees thanked J. Wilson for reporting.

VII. COMMITTEE REPORTS

A. Finance and Budget Committee – No meeting. L. Godfrey recommended that Trustees review the committees' responsibilities documents to make informed choices about which committee they would like to serve on.

B. Personnel Committee – President Roth stated that they met as a committee of the whole in January to review the recommendations from DCM Associates.

C. Fund Development Committee – No meeting.

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

E. Bylaw Review Committee – No meeting.

VIII. OTHER BUSINESS

A. Open Meetings Act

Discussion: Trustee Williams stated that they were looking to add a session to the New Trustee Orientation for the full board to receive the same Open Meetings Act (OMA) training in an effort of maintaining transparency and accountability.

The Trustees then held discourse on the following topics:

- Handling the recommendations within the DCM report including a board retreat and the obligations of the OMA.
- Benefits of meeting with the library's attorney to discuss the OMA.
- The timeline for holding a board retreat versus an OMA discussion.
- Next steps for DCM report.

The Trustees decided to pause conversations on an OMA meeting and proceeded with discussion on the DCM recommendations.

B. DCM Retreat Update

Discussion: President Roth gave a brief background for the purpose of the DCM report. The trustees discussed the contents of the recommendations and their focus moving forward. They agreed to review the recommendations individually and prepare to discuss them as a group at the next board meeting.

C. Board Meeting Schedule Discussion

Discussion: President Roth stated that the March board meeting is scheduled during Kalamazoo Public Schools spring break and proposed that the meeting be moved up a week earlier.

MOTION: L. GODFREY MOVED AND D. MILLER SUPPORTED THE MOTION TO MOVE THE MARCH 27, 2023 BOARD MEETING TO MARCH 20, 2023.

Ayes: L. Godfrey; L. Mah; K. Jock; D. Miller; E. Greenman Wright; J. Williams; C. Roth.

Nays: None

MOTION CARRIED 7-0

D. Director Search Update

Interim Director New provided an update on the director search timeline. She gave an overview of the schedule listing the upcoming dates.

E. Director's Report

Interim Director New reported on the following topics:

- The Oshtemo branch parking lot project, which includes ADA and staff parking improvements, began this month. The project aims to address deficiencies in the patron parking areas. Additionally, a barrier-free ramp in the garage has also been installed.

- The carpet replacement project at Eastwood branch is progressing as planned. The branch was closed from Thursday, January 12 – Saturday, January 14 to allow for the installation of carpet.

- Teen's Tough Topics Series began in December. The first was a collaboration with Peace During War, a local nonprofit that aims to reduce gun-related violence by building community, specifically by reaching at-risk youths. This program is being held at all KPL locations.

- The MBL Team has been working with Integrated Services of Kalamazoo (ISK) to begin visits to the properties they are servicing. The team will visit Lodge House the 4th Tuesday of each month. Future stops include Interfaith Homes, Maple Grove Village, Heather Gardens/New Village Apartments, Pinehurst Townhomes, and Rosewood Community.

Discussion: K. King announced that the Eastwood Library is holding their 113th year anniversary celebration Friday, February 3rd. Trustee Williams asked Tom Sowell, Head of Facilities Management, about lighting in the parking lot at the Oshtemo Library. T. Sowell stated that additional lighting is in the works.

IX. PERSONS REQUESTING TO ADDRESS THE BOARD

Jeff Messer addressed the board on the topic of blocked websites, patrons gaining access to the process of having websites unlocked and the reality of library services from a patron's perspective versus that of staff.

X. COMMENTS BY TRUSTEES

- L. Godfrey – No comments.

- L. Mah – Thanked the staff who reported. She stated that she was glad to see the late show still happening. She congratulated Farrell Howe, Marketing and Communications Manager, and Karen Trout, Librarian, for the work they do for the library.

- Kori Jock – No comments.

- D. Miller supported L. Mah's comments about the late show. She welcomed the new Trustees and stated that she is happy with the way security is happening at the library.

- E. Greenman Wright congratulated staff on the approach to security.

- J. Williams echoed the previous comments about security and supported the addition of a security manager. She extended a welcome to the new trustees. She commended T. New and Janice Carter, Executive Assistant.

- President Roth welcomed the new and returning Trustees. She thanked Trustee Williams for her leadership as Board Chair over the past two years. She thanked the Trustees for placing their trust in her as she serves as board chair this year. She thanked the staff for reporting and thanked J. Carter and T. New for the additional workload amid the interim term.

XI. ADJOURNMENT

Hearing no objection, President Roth adjourned the meeting at 7:09 p.m.

X_____

Jannie Williams
Secretary