

**MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS  
OF THE  
CITY OF GRAND RAPIDS**

**February 22, 2011**

President Cusack called the meeting of the Board of Library Commissioners of the City of Grand Rapids to order at 5:36PM in the Boardroom of 111 Library St. NE.

1. Roll Call

Board Members Present: Baldrige, Blickley, Botts, Cusack, Lumpkins, VanderVelde and Witteveen-Lane

Administration Present: Ehlers, Jakel and Warner

Others Present: Elizabeth White, Deputy City Attorney; Jane DeVries, GREIU Representative; Rebecca Near, staff; and Roger McClary, public

President Cusack reminded the Board of the Library's mission – "Connecting People to the Transforming Power of Knowledge."

2. Public Comments on Agenda Items – None

3. Approval of Minutes of the Regular Board Meeting of 1/25/11

**MOVED by Commissioner Baldrige, seconded by Commissioner Botts to approve the minutes of the Regular Board Meeting of January 25, 2011. Unanimously carried.**

4. Presentation

Ms. Near provided an overview of proposed collection layout which developed as a result of the removal of the VHS and cassette collections and in conjunction with the RFID lobby and atrium area re-design. A small work group was formed to investigate, with the focus on making the Library's collections easier for patrons to navigate, as well as keeping similar large collections together both in content as well as service. Issues that the work group would like to address are zero growth for the Fiction collection, paperbacks in a separate room and having the Nonfiction collection located on two different floors. Ms. Near stated that although nothing has been determined at this point, addressing the above issues seems to be the direction that is emerging.

Commissioner Baldrige stated his reservations and commented on issues regarding lighting and shelf height. Ms. Near thanked Commissioner Baldrige for his insight and comments.

5. Board Comments

The Board provided favorable comments on the Taste of Soul event. Commissioners Witteveen-Lane and Lumpkins also commented on the positive feedback regarding the

cross-training that is happening at branches.

6. Committee Reports

a. Legislative Committee

Commissioner Blickley provided an update and distributed some materials on advocacy.

b. Board Training & Advocacy

Commissioner Witteveen-Lane reported that the Library is now a member of ALTAFF, which is ALA's Association of Library Trustees, Advocates, Friends and Foundations. ALTAFF is responsible for the Trustee Academy, which is a five part series of webinars which can be viewed on an individual basis at one's own pace. President Cusack thanked Commissioner Witteveen-Lane for her work.

7. Other Reports

a. Statistical Report for January 2011

b. Staff Changes Report

Commissioner VanderVelde commented on Kayne Ferrier's retirement.

8. Staff & Foundation Reports

a. Library Director's Report

Director Warner distributed the annual report to the Board. President Cusack expressed her thanks and a job well done to those staff involved in creating it.

b. Financial Update

Mr. Jakel reported that total revenues received are at 96% with five months to go before fiscal year end. Overall expenses are under budget. One item to note is a significant increase in unemployment compensation charged by the City. Mr. Jakel will discuss this further with the Comptroller. He had nothing noteworthy to report on the 219 account. He stated he is forecasting a \$350,000 surplus for the current fiscal year.

c. Communications Update

President Cusack commented that Kristen Corrado's report is a wonderful addition to the packet. She asked that the graphs provided be forwarded to the Foundation.

d. Foundation Report

Written report received; no one was present from the Foundation.

9. Old Business – None

10. New Business

a. Resolution to Approve FY12 Budget

Mr. Jakel proceeded through his memo summarizing the budget presented at January's meeting comparing it to where it stands currently with the budget's final draft. He then presented an overview of the budget.

Mr. Jakel reported that revenues are down substantially, approximately 5%, from FY11 along with about a 4% increase in expenditures. He explained that we are seeing a large increase in the Library's pension contribution. In an attempt to offset this expense, employees will be asked to contribute up to 10.2% towards that contribution, which will match the contribution currently being made by the non-represented staff. Other increases are in professional development, memberships and electricity. On a positive note, he reported, we have gleaned a large savings in the area of retiree health care since switching to the defined contribution plan last year. Mr. Jakel stated he is forecasting an approximate deficit of \$168,000 for FY12. The Library will continue to look for additional savings; it may be reasonable to use some of the fund balance to cover this for one year. He is also projecting a deficit in the 219 account.

Ramifications due to a possible elimination of personal property tax were briefly discussed. Mr. Jakel stated that he did send out correspondence to legislators expressing his concerns. President Cusack asked Mr. Jakel to share his correspondence with the Board in the event any other Board member would like to make contact.

President Cusack then stated she would like to convene the budget committee to begin discussing future budget issues. She felt that by starting now, the discussions could be thoughtful and give the Board ample time to prepare in the event the situation does not improve.

**MOVED by Commissioner VanderVelde, seconded by Commissioner Lumpkins that the Board of Library Commissioners of the City of Grand Rapids approves the acceptance of the FY12 budget as presented. Unanimously carried.**

11. Information Items

- a. Media Index
- b. Board & Administrator – February 2011

President Cusack asked the Board to read the ULC Leadership Brief prior to the May 7 retreat. Additional information on the retreat will be forthcoming.

12. Grand Rapids Employees Independent Union, Library Rank & File and Supervisory Units

Ms. DeVries had nothing to report.

13. Agenda Items for Regular Board Meeting (March 29, 2011)

- a. Service Awards
- b. Grandville Avenue Library Presentation
- c. Literacy Center Update

President Cusack stated that she will not be present for the March meeting but will join

again by phone.

14. Public Comments

Roger McClary commented on the news last week in Lansing regarding the gun policy. President Cusack thanked him for bringing this to the Board's attention.

Meeting adjourned at 7:18PM.