

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

March 29, 2011

Vice President Botts called the meeting of the Board of Library Commissioners of the City of Grand Rapids to order at 5:30PM in the Boardroom of 111 Library St. NE.

1. Roll Call

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

Board Members Absent: Cusack (with notification)

Administration Present: Ehlers, Jakel and Warner

Others Present: Marj Kuipers and Sue Garza, Cook Library Center; Mary Knudstrup, GREIU Representative; Elizabeth White, Deputy City Attorney; Lori Freye and Michelle Hannink, staff; and Roger McClary, public

2. Service Awards

Director Warner presented service awards to Ms. Freye and Ms. Hannink. On behalf of the Board of Library Commissioners, she thanked them for their commitment to the Library.

3. Presentation

Ms. Kuipers thanked the Board for the opportunity to speak and for their continued support to the Cook Library Center. She reported that the Library has given the Cook Library over \$36,000 for books and materials since 2003.

Ms. Garza reported that the Cook Library Center's main purpose is to provide homework help and they average 18,000 visits a year. Their computers are available for homework and job searches after students have mastered math and typing proficiencies. She stated they offer many programs including English and Spanish literacy classes and storytimes. They have also partnered with GRPL on the summer reading program and One Book/One City for Kids.

Commissioner Baldrige noted that the Board is corresponding with legislators to advocate for the Library and asked Ms. Kuipers and Ms. Garza if they would consider contacting their legislators regarding our long-standing and successful partnership.

The Cook Library Center's volunteer help and funding were briefly discussed.

4. Public Comments on Agenda Items – None

5. Approval of Minutes of the Regular Board Meeting of 2/22/11

MOVED by Commissioner VanderVelde, seconded by Commissioner Baldrige to approve the minutes of the Regular Board Meeting of February 22, 2011. Unanimously carried.

6. Board Comments

Commissioner Baldrige announced that he has filed to run for the remainder of his term's vacancy, through 2013. He also stated he wanted to caution those corresponding with elected officials regarding current funding issues and possible implications to consider that their wording may be too strong or could be interpreted as a threat. Director Warner reminded the Board that President Cusack would like to convene a task force to discuss funding and the impact that could occur on the budget; a date has not yet been established.

7. Committee Reports – None

8. Other Reports

- a. Statistical Report for February 2011
- b. Staff Changes Report

Commissioner Baldrige wished Annie Peacock a wonderful retirement. Commissioners Witteveen-Lane and VanderVelde also wished Kayne Ferrier the same. Commissioner VanderVelde commented on Tim Sage's transfer to Yankee Clipper.

9. Staff & Foundation Reports

- a. Library Director's Report

Director Warner distributed two charts which visually represent revenues and expenditures. She noted these were for illustrative purposes only.

Commissioner Witteveen-Lane commented on the advocacy packets. The Board asked for five additional sets.

Commissioner Lumpkins commented on the selection of Lance Werner as Kent District's new director.

- b. Financial Update

Mr. Jakel reported total expenses are currently under budget for the year and he expects revenues to end the year near 100% of what was budgeted. He stated we are still on track to end the year with a surplus. He had nothing new to report on the 219 account. Mr. Jakel did report that the City's Budget office determined that unemployment compensation for the Library's part-time staff should be rated in the same manner as full-time staff; that is good news and we will see an adjustment to that line item. Lastly Mr. Jakel took a moment to apologize for any negative comments he made the prior month in regards to other City departments.

Commissioner VanderVelde inquired about RFID funding. Mr. Jakel stated that he anticipates using trust funds for those expenses.

- c. GRPL Foundation President's Report

Written report was received; no one was present from the Foundation. Vice President Botts commented that it has been some time since a Foundation representative has been present and thought they could be invited again.

Commissioner VanderVelde asked if the Friends groups are charged a fee by the Foundation and the amount. Director Warner stated that would be a question that the Friends or Kristen Corrado, as the Friends liaison, could ask.

Director Warner reported that the Foundation brought forward a confidentiality policy at their last Executive Board meeting; discussion occurred.

Commissioner Baldrige commented that as a donor to the Foundation, he has not seen a breakdown of their budget which shows how much is received and how much is going to overhead and expenses. He added that it is not unreasonable for a donor to ask for this type of information and they should expect to receive a response. Further discussion occurred.

MOVED by Commissioner Baldrige, seconded by Commissioner Lumpkins, that the Board of Library Commissioners of the City of Grand Rapids, requests from the Foundation Board the ratio of administrative overhead costs and expenses to donations for the past three years.

Brief discussion occurred regarding the availability of the information requested.

Unanimously carried.

10. Old Business – None

11. New Business

There was no new business specifically however Commissioner Blickley announced that she will not be running for another term. She added that although she has enjoyed her time on the Board, she feels it is the perfect time for new members to come on board.

Commissioner Baldrige distributed information on the historical relationship of the Literacy Center and the Library.

12. Information Items

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

There were no comments.

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

Ms. Knudstrup had nothing to report.

14. Agenda Items for Regular Board Meeting (April 26, 2011)

- a. Literacy Center Discussion
- b. DDA Framework Plan with Jay Fowler
- c. Patron Rules and Responsibilities

15. Public Comments

Commissioner Blickley commented that she thought the DDA should be responsible for the downtown historic walking tour that Mr. Atchison spoke about in January. Director Warner commented that one of the DeVos 5X5 grants is for a mobile app walking tour of Grand Rapids.

Ms. Hannink had some comments regarding the parking lot. President Warner stated we would address her questions on the staff blog.

Mr. McClary stated he would be running for a seat on the Library board. He again commented on the firearms issue at the Lansing District Library.

Meeting adjourned at 6:47PM.