

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

July 27, 2010

President Cusack 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, Cusack, Lumpkins, VanderVelde, Witteveen-Lane

Administration Present: Corrado, Ehlers, Jakel and Warner

Others Present: Linda Krombeen and Susan Ledy, Literacy Center of West Michigan; Margie Kindel and Marcie Lewis, Library Foundation; Kate Hawkins, GREIU Representative; Rebecca Near, Tim Gleisner, Michele Montague and Asante Cain, Staff

President Cusack began the meeting with a reminder of the Library's mission. She and Commissioner Blickley took a moment to share good news.

2. Service Award Presentations

Director Warner presented a 10 year service award to Kate Hawkins and a 15 year service award to Michele Montague. On behalf of the Board of Library Commissioners, she thanked them for their service to the Library.

3. Presentation – Literacy Center of West Michigan

Ms. Ledy, Executive Director of the Literacy Center, and Ms. Krombeen took a few moments to give a brief update of the past year's activities. Ms. Ledy reported that the need for their services has become greater and they have grown to 23 staff members. She reported they have also formed two successful partnerships with both Grand Rapids Community College and the Grand Rapids Public Schools.

Ms. Krombeen reported they had over 498 adult tutoring students, 74% of those reside in the city of Grand Rapids, which is a 6% increase from the prior year.

They both thanked the Board for their support in the past and asked once again that they consider continuing their support for this fiscal year. Brief discussion occurred. Director Warner noted that libraries across the country provide literacy services and that is why we contract with the Literacy Center to provide those services for us. President Cusack added that the services the Literacy Center

provides also connects so closely to our mission.

4. Public Comments on Agenda Items – None
5. Approval of Minutes of the Regular Board Meeting of 5/25/10

Commissioner VanderVelde asked that it be noted that she provided notification that she was going to be late to the May meeting. Commissioner Baldrige asked that his abstention from voting in item #11.d. be changed to recused.

MOVED by Commissioner VanderVelde, seconded by Commissioner Botts, to approve the minutes, with above changes, of the Regular Board Meeting of May 25, 2010. Unanimously carried.

6. Board Comments
 - a. ALA Conference Update

Commissioner Botts provided a brief update on the sessions he attended at ALA which primarily dealt with underserved populations such as immigrants and those who are incarcerated or ex-offenders.

Commissioner Lumpkins commented that we could list some of our services/resources on the Community Reentry Center's website.

Commissioner Witteveen-Lane congratulated the GR Reads Committee on their successful programming. President Cusack reported that 150 people, of various ages, attended the first cemetery tour. Lastly, Commissioner Blickley congratulated staff member Asante Cain on his being awarded the Urban Library Council's Joey Rodger Fund for Library Leadership scholarship.

7. Committee Reports
 - a. Assets Disposition – Commissioner Blickley reported that she along with Commissioner Baldrige and Director Warner will meet to develop a policy that they will bring to the Board in either October or November. She commented that Commissioner Baldrige has already developed a very nice starting document. She would like to also address the issue of long term lease in light of the correspondence recently received from Mrs. Secchia.
 - b. Legislative Committee – Commissioner Blickley asked Director Warner for an update. Director Warner reported that not much is happening this summer, we are waiting to hear news regarding the budget.
8. Other Reports
 - a. Statistical Report for June 2010
 - b. Staff Changes Report

Brief comments were made regarding circulation figures for FY10. Ms. Corrado reported that we reached record circulation of almost 1.6 million and that almost 67% of Grand Rapids' residents have library cards. President Cusack commented on the increase in electronic usage as well. Director Warner noted that the Reference department has done an outstanding job of promoting the Library's electronic resources.

9. Staff & Foundation Reports

a. Library Director's Report

Various brief comments were made.

Director Warner gave a brief overview of changes in the Cooperative. These changes include: 1) Grand Rapids patrons are unable to put holds on Lakeland materials; 2) those patrons that can place holds can not place holds on new or audiovisual materials; 3) each system will institute a borrowing limit which may be 0, 5, 10 or 100 items; and 4) patrons in underfunded townships will have a different color library card and each system will determine if they will serve these patrons. Director Warner stated that Kent District Library has decided not to serve these underfunded patrons but Grand Rapids will continue to serve all members of the Cooperative.

Brief discussion occurred regarding the services we receive from the Cooperative. Director Warner stated that we share the patron database which makes the system-wide use for patrons seamless. If we were not part of Lakeland we would have to make other arrangements. We will also begin partial use of their delivery service once again because we have been told that we must.

b. Financial Report

Mr. Jakel reported that the majority of revenues have been received which allots for over 100% of what was budgeted and that expenditures are slightly under budget in total. He stated we should realize a surplus again this year. He noted that we were even able to absorb two very large unexpected one time expenses without having to use monies from the fund balance.

c. GRPL Foundation Report

Ms. Lewis mentioned their upcoming Friendraiser, a tour of Oakhill Cemetery by Tom Dilley, on August 19.

President Cusack stated that the Foundation Board still has an opening; please send any recommendations to Ms. Lewis or Mr. Dilley.

10. Old Business

a. Library Meeting Rooms

Director Warner stated that currently staff are satisfied with the policy. There is a core group of organizations that use space at no charge but also various organizations that do pay the rental fee. Commissioner Baldrige asked if the rental fees should remain a part of the Board policy. Commissioner Witteveen-Lane thanked Director Warner for providing the information.

11. New Business

a. Resolution to Provide Support to the Literacy Center of West Michigan

MOVED by Commissioner Blickley, seconded by Commissioner Witteveen-Lane that the Board of Library Commissioners of the City of Grand Rapids approves a contract to provide support to the Literacy Center of West Michigan in an amount not to exceed \$15,000 for FY11 (July 1, 2010-June 30, 2011), to support the program that provides tutoring services to the citizens of the City of Grand Rapids who want to learn to read, improve their reading skills, or learn to read, write and speak English. The funds will be used for program-related expenses with the exception of personnel costs. In return for this support, LCWM will provide the Board with an annual report of its activities showing the number of residents of the City of Grand Rapids who are served, outlining the details of student progress in the program. Unanimously carried.

b. Collection Development Policy

Ms. Near distributed a brief overview of the policy revision process that was used in the rewriting of the Collection Development Policy. She stated the committee determined that the patron was the primary audience and with that in mind worked to develop a policy that was concise, easily understandable and easily accessible. Ms. Near also stated that training documents pertaining to collection development are being revised as well.

Discussion occurred, two additions were requested. One being a provision to relocate materials to another institution and the other stating that items not added to the collection "may" be given to the Friends.

President Cusack stated a job well done; taking a very complex document and making it understandable and practical. She asked the Board, prior to the August meeting, to think about the technicalities of the policy and the policy in general.

c. Organizational Affiliations Review

Brief discussion occurred; two minor revisions were requested.

d. Travel Opportunities for FY11

President Cusack asked if anyone was interested in attending the MLA Conference in Traverse City to please let Kim Roden know by July 30.

e. Strategic Plan Update

President Cusack asked if this discussion could be rescheduled for the August meeting so Commissioner Botts could be present.

f. Board Policy Review

At the request of Commissioner Baldrige, Director Cusack proposed the formation of a committee to review and perform a general overhaul of the Board policies. She will work with Commissioner Baldrige on that task and anticipates bringing changes to the Board by as early as January.

g. Board Calendar of Events

Brief discussion occurred. Commissioner Lumpkins commented that the calendar would definitely be helpful for planning.

12. Information Items

- a. Media Index
- b. Board & Administrator – July 2010
- c. MLA Annual Conference Materials
- d. Correspondence from Joan Secchia

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

Ms. Hawkins had nothing to report.

14. Agenda Items for Regular Board Meeting (August 31, 2010)

- a. Assets Disposition Committee Update
- b. Collection Development Policy
- c. Binding Contracts Policy
- d. Board Calendar Discussion
- e. Security Update
- f. Strategic Plan Discussion

15. Public Comments – None

Meeting adjourned at 7:44PM.