

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

**December 15, 2009**

President Meyering called the meeting of the Board of Library Commissioners of the City of Grand Rapids to order at 6:02PM in the Boardroom of 111 Library St. NE.

1. Roll Call

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

Administration Present: Baar, Corrado, Ehlers, Jakel and Warner

Others Present: Nadine Klein, Assistant City Attorney; Marcie Lewis, Library Foundation; Kate Hawkins, GREIU Representative; Asante Cain, Sarah McCarville, Matt Loch and Debbie Hoskins, staff

2. Service Award Recognition

On behalf of the Board of Library Commissioners, Ms. Ehlers presented a service award to Director Warner. Director Warner then presented service awards to Ms. Ehlers, Ms. McCarville and Ms. Hoskins and thanked them for their service to the Library.

3. Public Comments on Agenda Items – None

4. Approval of Minutes of the Regular Board Meeting of 11/24/09

**MOVED by Commissioner Cusack, seconded by Commissioner Botts, to approve the minutes of the Regular Board Meeting of November 24, 2009.**

Commissioner VanderVelde requested a correction to the last sentence on the first page of the minutes to read, “She stated she realized how really cutting edge **the** library is in terms of planning ...”

**Unanimously carried as corrected.**

5. Board Comments

Commissioner Cusack thanked President Meyering for his institutional history and long service to the Library. She wished him the best as did Commissioner Blickley.

6. Committee Reports – None

7. Other Reports

- a. Statistical Report for November 2009 (available in January)
- b. Staff Changes Report

Commissioner VanderVelde asked what the category of “other” referred to on the Staff Changes report. Director Warner stated that refers to a long-term medical leave.

8. Staff & Foundation Reports

- a. Library Director’s Report (available in January)

Assistant Director Ehlers reported on an IMLS (Institute for Museum and Library Science) National Leadership grant the Library is investigating in conjunction with Calvin College. Staff from the library and Calvin have been meeting, working out details and will soon determine if it is feasible to pursue a grant for open source RFID funding. The grant proposal is due in February. However if we decided not to pursue the grant or we would not be awarded it, there are other possibilities for collaboration with Calvin computing faculty and students on a senior design project.

- b. Financial Update & Fund Balance Report

Mr. Jakel reported that the budget is tracking nicely and he expects to receive budgeted revenues plus a bit more in penal fines. He reported briefly on the fund balance which is in excess of \$4.7 million.

Mr. Jakel stated that the FY11 budget process has begun. Due to the fact that we have a more difficult time each year receiving our revenue figures from the city, he proposed to the Board bringing the budget to them one month after those figures are received. He noted that typically the Board approves the budget in February; his proposal could push that approval to March instead.

- c. GRPL Foundation President’s Report (available in January)

Ms. Lewis reported that the Foundation Board met earlier in the day for their annual meeting and elected officers. Margie Kindel is the new chairperson and Tom Dilley is the new vice chairperson.

Commissioner Blickley attended the meeting and thanked Ms. Lewis for the invitation.

9. Old Business

Commissioner Cusack asked if the Library would like the Board to be involved in any way with the Evergreen Conference. Director Warner stated the Library will be hosting a reception on that Thursday evening and would definitely like the Board to attend. Ms. Corrado stated there will be many volunteer opportunities and that she would keep the Board apprised of those as the conference gets closer.

10. New Business

- a. Resolution to Approve the Board Meeting Schedule for 2010

**MOVED by Commissioner Botts, seconded by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids, approves the Board meeting schedule for 2010. Unanimously carried.**

- b. Election of Board Officers for 2010

President Meyering stated he polled all Board members; he then distributed a ballot for vote containing the slate of officers for 2010. The slate contained for office of President, Commissioner Cusack and for office of Vice President/Secretary, Commissioner Botts and Commissioner VanderVelde. Ballots were collected and tallied by Assistant Director Ehlers. Officers for 2010 were announced; office of President, Commissioner Cusack and office of Vice President/Secretary, Commissioner Botts.

- c. Appointments of Three Board Members to the GRPL Foundation Board

Commissioner Cusack, Commissioner VanderVelde and Commissioner Witteveen-Lane were appointed to the GRPL Foundation Board.

- d. Review of Committee Assignments

Legislative Committee members include Commissioner Blickey, as chair, Commissioner Botts and Commissioner Lumpkins. Commissioner Cusack will not continue.

- e. Resolution to Approve Year 2012 of the Closing Calendar

Mr. Jakel noted an error on the 2011 closing calendar pertaining to Christmas. In 2011, Christmas falls on a Sunday, the labor contract states that the following Monday will be considered the holiday. He distributed a revised 2010-2012 closing calendar.

**MOVED by Commissioner Cusack, seconded by Commissioner Botts, that the Board of Library Commissioners of the City of Grand**

**Rapids, approves changes to year 2011 and approves year 2012 of the Library's closing calendar. Unanimously carried.**

f. Electronic Equipment Use/Access Policy Review

Director Warner felt it was important for this procedure to become a Board Policy because we do discipline based upon it. The shaded areas will be added to the policy and are not part of the current procedure. Commissioner Cusack asked for more information on the telephone equipment and portable devices sections, clarification was provided. This policy will be brought to the January meeting for final approval.

g. 2010-2013 Strategic Plan

Commissioner VanderVelde commented on how pleased she was with the process and how well the plan came together. President Meyering stated we had a great facilitator. Director Warner reported that excellent feedback was received when the plan was sent out to staff for review. The plan will be brought to the January meeting for final approval.

h. Board Member Swearing In Ceremony

President Meyering asked for details on the swearing in ceremony. Director Warner stated that the City Clerk can arrange a formal ceremony for Commissioners Botts, Lumpkins and Witteveen-Lane or individual appointments can be made. Brief discussion occurred. Ms. Klein suggested having it on January 12 at 9:30 a.m. right before the City Commission's Committee of the Whole meeting. Director Warner stated she would speak with the City Clerk and get it coordinated.

11. Information Items

- a. Media Index (available in January)
- b. Board & Administrator – December 2009

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

Ms. Hawkins had nothing to report.

13. Agenda Items for Regular Board Meeting (January 26, 2010)

- a. Electronic Equipment Use/Access Policy Approval
- b. Strategic Plan Approval
- c. Voluntary Commitment to Serve
- d. Board Vacancy Discussion

14. Public Comments

There were no comments from the public.

President Meyering announced his resignation from the Board after serving for 15 years. He stated he has enjoyed good friendships and has seen the library change and adapt over the years and emerge as a leader in Michigan's library community. He thanked everyone for their good wishes.

Meeting adjourned at 6:50PM.