

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

**December 21, 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 and Witteveen-Lane

Administration Present: Corrado, Ehlers, Jakel & Warner

Others Present: Elizabeth White, Deputy City Attorney; Jane DeVries, GREIU Representative and Bill Ott, Staff

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

2. Service Award Recognition

Director Warner presented Ms. DeVries with a service award for 25 years of service. On behalf of the Board of Library Commissioners, she thanked Ms. DeVries for her service and commitment to the Library.

3. RFID Project & Funding Presentation

This agenda item was moved to follow agenda item #9.b.

4. Public Comments on Agenda Items – None

5. Approval of Minutes of the Regular Board Meeting of 11/23/10

**MOVED by Commissioner VanderVelde, seconded by Commissioner Blickley to approve the minutes of the Regular Board Meeting of November 23, 2010. Unanimously carried.**

6. Board Comments

Commissioner Baldrige commented on a conversation he had recently with the Mayor of East Grand Rapids relating to the purpose and role of a library board.

Commissioner Lumpkins commented that she was very impressed with the

Legislative Breakfast speaker, Josie Parker. President Cusack thanked the Board for attending and Ms. Corrado for organizing the event.

Commissioner VanderVelde commented on the Public Safety meeting held at Yankee Clipper. There were several people in attendance and a new traffic safety committee is being organized.

7. Committee Reports

a. Legislative Committee

President Cusack stated in January the Board will have information from Commissioner Witteveen-Lane on topics/activities that can be used to engage our elected officials.

b. Non-Represented Task Force

President Cusack reported that she and Commissioner Botts met with Director Warner and John Baar. As a result of those meetings, a resolution is being brought forward later in the agenda.

8. Other Reports

a. Statistical Report for November 2010

b. Staff Changes Report

The decline in electronic usage was noted.

9. Staff & Foundation Reports

a. Library Director's Report

Director Warner had nothing to add to her written report.

b. Financial Update & FY12 Budget Discussion

Mr. Jakel reported that there was no change in revenue or expenditures from prior months; total expenses are under budget and revenues are considerably over budget. He anticipates a year end surplus at this time. Mr. Jakel also reported no change in the 219 account.

Mr. Jakel then gave a brief projection of the FY12 budget, as requested by President Cusack. Without knowing, as of this date, the City's Administrative charges or if property taxes will decline by more than the lost Renaissance Zone reimbursements, he stated that revenues would be down, but by how much is still an unknown. However, compared to FY11, projected expenses will also be down due primarily to reductions made in retiree health care. Overall Mr. Jakel is anticipating a deficit but stated that he is confident that the library will be able to find ways to reduce that

deficit in ways similar to reductions made in the FY11 budget.

c. RFID Project & Funding Presentation

Ms. Ehlers and Mr. Ott gave a brief demonstration of materials handling with the RFID product, using our current checkin method compared to RFID checkin. Mr. Ott noted that the difference was the speed in materials handling. He also stated that RFID has other applications in addition to materials handling. It can be used for inventory or to recognize a missing cd or even at the point of return to record items as they are being put in a drop box. Ms. Ehlers added that RFID will increase productivity and provide us with long-term cost savings.

Mr. Jakel then gave an overview of projected costs, funding and staging of the project. He stated that the projected overall cost of the project will be approximately \$615,600 which will include software development, hours to tag the collections as well as all necessary equipment and supplies. He noted however that it will not be necessary to invest the total cost initially but in stages as the project advances and funding is acquired. It is anticipated that the first stage, research and development to determine if RFID is a viable solution, will cost approximately \$83,000.

Mr. Jakel stated that possible funding sources include available trust funds, FY11 year-end surplus, a re-purpose of additional trust funds (through a request to the Attorney General) as well as a portion of the fund balance. The current fund balance was discussed further.

Discussion occurred. Commissioner Witteveen-Lane asked about a redesign of the lobby. Director Warner stated she met with the architect who worked on Kalamazoo Public Library's lobby. She noted that the Foundation seems to be interested in helping to obtain funding for that redesign. If not, current furniture will be used. Commissioner Baldrige asked if it would be better to consider this proposal in context of approving the budget in lieu of a redirection of funds; personally he was not comfortable. President Cusack commented that the research phase would be an investment in protecting the budget in the future, to delay would delay future savings.

**MOVED by Commissioner Botts, seconded by Commissioner Blickley that the Board of Library Commissioners of the City of Grand Rapids approves repurposing the \$22,529.79 of Library Materials Trust Fund account to the General Purpose Trust. Motion carried.**

**MOVED by Commissioner Blickley, seconded by Commissioner VanderVelde that the Board of Library Commissioners of the City of Grand Rapids approves utilizing the General Purpose Trust, up to \$83,000, for the purpose of research and development of an RFID**

**solution for the Grand Rapids Public Library and other Evergreen libraries.**

President Cusack asked about other Evergreen libraries. Director Warner stated that this product would be open source software, therefore available to the other Evergreen libraries, at no cost, if they were interested.

**Motion carried.**

**MOVED by Commissioner Botts, seconded by Commissioner Lumpkins that the Board of Library Commissioners of the City of Grand Rapids approves the submittal of the remaining trusts held by the City Treasurer, on behalf of the Grand Rapids Public Library, to the Attorney General by Christopher J. Caldwell, partner at Varnum Law, for the purpose of terminating the Trusts. Further the Board gives Marcia A. Warner authority to sign on behalf of the Library in this matter.**

Director Warner stated that the Board directed her to research the possibility of repurposing the trusts. Going through the Attorney General was the process that was recommended; it is the least expensive option and will avoid going to court. She added that at this time, the termination of these trusts is not specifically earmarked for the RFID project; the Library may choose to spend these funds for another purpose.

**Unanimously carried.**

- d. GRPL Foundation President's Report

There was no one from the Foundation present.

10. Old Business

- a. Resolution to Approve Non-Rep Compensation for Calendar Year 2011

**MOVED by Commissioner VanderVelde, seconded by Commissioner Botts, that the Board of Library Commissioners of the City of Grand Rapids accepts the benefit and wage proposal as drafted by the Non-Represented Employees Task Force Committee (President Cusack and Commissioner Botts). Unanimously carried.**

11. New Business

- a. Resolution to Approve Library Director's Contract

**MOVED by Commissioner Botts, seconded by Commissioner Baldrige, that the Board of Library Commissioners of the City of Grand Rapids, approves changes to the Library Director's contract**

**as well as a salary increase for the Library Director at 2% effective January 1, 2011 with a possible increase in the second year, January 1, 2012-December 31, 2012, to be determined before January 1, 2012. President Cusack is authorized to sign the contract on behalf of the Board of Library Commissioners.**

**The Director and Assistant City Attorney are authorized and directed to implement the changes and to notify the City Commission and City Comptroller of the changes. Unanimously carried.**

- b. Resolution to Approve the Board Meeting Schedule for 2011

President Cusack noted that June's meeting date is scheduled for the third Tuesday not the fourth Tuesday of June. The Board also changed the time of December's Special Meeting to 4PM.

**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 2011 with above modifications. Unanimously carried.**

- c. Election of Board Officers for 2011

Commissioner VanderVelde stated she polled the Board and announced that Commissioner Botts was interested in continuing as Vice President/Secretary and that President Cusack was interested in continuing as President. There were no other nominations.

**MOVED by Commissioner VanderVelde, seconded by Commissioner Baldrige to accept the nomination of Commissioner Botts for Secretary/Vice President and the nomination of President Cusack for President. Unanimously carried.**

- d. Appointment of Three Board Members to the Foundation Board

Commissioner Baldrige and Commissioner VanderVelde agreed to serve as Foundation representatives along with President Cusack.

**MOVED by Commissioner Botts, seconded by Commissioner Blickley, that the Board of Library Commissioners of the City of Grand Rapids are in favor of the above appointments to the Foundation Board. Unanimously carried.**

- e. Review of Committee Assignments for 2011

Committee assignments were reviewed. Commissioner Lumpkins will join the Board Training & Evaluation Committee; Commissioners Baldrige and VanderVelde will join the Budget Review Committee and Commissioner Baldrige will replace Commissioner Witteveen-Lane as a

Foundation representative. An updated list of committee assignments will be emailed to the Board.

- f. Resolution to Approve Year 2013 of the Closing Calendar

**MOVED by Commissioner Botts, seconded by Commissioner Lumpkins, that the Board of Library Commissioners of the City of Grand Rapids, approves year 2013 of the Library's closing calendar. Unanimously carried.**

- g. Resolution to Approve Proposed Modifications to Lakeland Library Cooperative Plan of Service

Director Warner stated that the modifications do not involve the Grand Rapids Public Library but all Boards of member libraries are required to bring the motion forward.

**MOVED by Commissioner Botts, seconded by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids approves the modifications to the Lakeland Library Cooperative Plan of Service and authorizes the Board President to sign the Cooperative Plan of Service Modifications resolution for the Grand Rapids Public Library. Unanimously carried.**

- h. Strategic Plan Update

The Board felt that a review of the Strategic Plan could best be handled at a Board retreat. President Cusack stated that they are in the planning stages for a retreat and this could definitely be included as part of that. There will be further discussion at January's meeting.

## 12. Information Items

- a. Media Index
- b. GRPL Foundation In-Kind Support, Lease Agreement and Contract
- c. Board & Administrator – December 2010

President Cusack noted that the lease agreement with the Foundation had lapsed and it needs to be renewed. She stated she asked Director Warner to assess the in-kind support given to the Foundation and provide a report on that as well.

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

Ms. DeVries had nothing to report.

## 14. Agenda Items for Regular Board Meeting (January 25, 2011)

- a. Review of FY12 Budget

- b. Board Training Opportunities and Advocacy Proposal
- c. Thank You to Mayor's 50
- d. Board Retreat Discussion
- e. DDA Framework Report
- f. Board Evaluation Discussion

15. Public Comments – None

President Cusack informed the Board that she would not be present for the January meeting; Commissioner Botts will plan to run the meeting in her absence.

Meeting adjourned at 7:24PM.