

**MINUTES
BOARD OF LIBRARY COMMISSIONERS
OF THE CITY OF GRAND RAPIDS
January 30, 2018 – 4:00 pm
111 Library St. – Board Room**

Botts called the meeting to order at 4:00 pm.

1. ROLL CALL

Board Members Present: Rachel Anderson, William Baldrige, James Botts, Sophia Brewer, M. Jade VanderVelde, Caralee Witteveen-Lane

Board Members Absent: Ivory Lehnert (with notice)

Administration Present: Robert Adcock, Ken Dahlman, Marla Ehlers, Jason Hendrix, Kristen Krueger-Corrado, Briana Trudell, Patrick Beaty

Staff Present: Carl Meyering (GREIU)

Public Present: Julie Schmidt, YMCA

2. PUBLIC COMMENTS ON AGENDA ITEMS

No comments.

3. APPROVAL OF MINUTES

MOTION: By Commissioner VanderVelde, supported by Commissioner Brewer, that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the regular and special board meetings of December 12, 2017 and January 19, 2018.

ACTION: AYES 6 – 0

Motion passed.

4. BOARD COMMENTS

A. Ivory Lehnert Introduction

No comments.

B. Other

Baldrige stated that the bench outside of the Main Library between the building and the parking lot was made in memory of previous director Alberta Massingill by Friends of the Library. He suggested that the board may want to go to the friends again to replace the missing plaque. Baldrige also told the board that he had someone complain about the condition of the bathrooms at the library.

5. COMMITTEE REPORTS

No comments.

6. STAFF & FOUNDATION REPORTS

A. Statistical Report for December 2017

No comments.

B. Staff Changes Report

No comments.

C. Interim Library Director's Report

Hendrix added that the local history department finished an additional archival project; the digitization and transcription of the 23,000 Women’s Defense Cards. He invited the board to the small celebration in the local history department after the board meeting.

VanderVelde inquired to the problems and Yankee delaying the internet install. Ehlers replied that in order to install the internet a telephone pole needs to be replaced and they are waiting for the ground to thaw.

D. Financial Report

No comments.

E. Foundation Update

Dan Poortenga updated the board with the foundation grants given to the library in January 2018. As well as the White Glove event. Botts thanked the foundation for their support.

7. OLD BUSINESS

A. Director Search Update

Botts asked the board if they have all been receiving the emails from Bradbury Miller. They replied yes.

B. Parking Lot Information

Baldrige stated that he had updated the packet’s memo and provided the board with the updated version. He then gave a brief history of the parking lot with regards to the city, the city charter, and the library at Main.

Baldrige suggested that the board should address the city to let them know that the board has no intention of giving up the management and control of the lot and having control over the parking lot would be the best thing for the patrons having access to the library.

Botts asked Baldrige and Hendrix to work together to write a letter to send to Mayor Rosalynn Bliss, Eric DeLong of the City Manager Office, and Josh Naramore of the City Parking Office on behalf of the board regarding the board keeping management and control of the parking lot and to include the packet prepared by Baldrige and an enclosure.

Brewer then asked Beatty where he was in his research regarding the parking lot. Beatty replied that the city is in the very early stages of development and after talking with Naramore he said that Naramore would love to have the Board of Library Commissioners at their meetings.

MOTION: By Commissioner Baldrige, supported by Commissioner Anderson, that the Board of Library Commissioners of the City of Grand Rapids to approve that Commissioner Baldrige and Hendrix compose a letter to Mayor Bliss, Eric DeLong, and Josh Naramore using the information provided by Baldrige regarding the board keeping control and management of parking lot of the Main Library and the city’s proposed multi-use structure.

ACTION: AYES 6 – 0

Motion passed.

8. NEW BUSINESS

A. Budget Information Review

Botts stated that he was hoping there would be more set aside for materials. Adcock replied that their idea was to increase the material budget in a thoughtful way by starting with a smaller amount and make adjustments accordingly with a new director and new strategic plan they can work and see what's best for the community.

Baldrige asked why the revenue for the parking lot was so much lower than previous years. Adcock explained that the library will be paying for the new parking lot equipment by using the income from the parking lot making the revenue lower than the previous year.

Baldrige suggested that \$15,000 be added to the budget to include costs for strategic planning facilitation.

Baldrige requested clarity regarding the Insurance Claims. Adcock explained that the number is generated by the city.

B. YMCA Preschool Contract

Hendrix gave the board a brief history of the contract and introduced Julie Schmidt from the YMCA. Schmidt addressed the board and explained the YMCA's goals and what they do and gave them a basic background of the program, and their mission. There was discussion between the board and Schmidt regarding the program, specifics about the use of the space, and details in the contract.

Hendrix stated that he would like to make the suggested changes in the contracts and bring it back to the board for their vote in February.

C. Yankee Clipper HVAC Replacement Bids

Dahlman stated that the library conducted a feasibility study and sent a request for bids out to architects. During the process he decided it would be best for the library for him to act as the contractor. This project will set the tone for the process at the other locations when it is time to replace their HVAC systems.

Brewer asked if the library gave in an opportunity to women and people of color owned businesses he replied that the library did not exclude them.

MOTION: By Commissioner Baldrige, supported by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids to approve Andy Egan in the amount of \$302,226 for mechanical work in the replacement of the HVAC system at the Yankee Clipper Branch and for the Interim Library Director to sign the contract.

ACTION: AYES 6 – 0

Motion passed.

MOTION: By Commissioner Witteveen-Lane, supported by Commissioner Anderson, that the Board of Library Commissioners of the City of Grand Rapids to approve Bazen Electric in the amount of \$22,325 for electrical work in the replacement of the HVAC system at the Yankee Clipper Branch and for the Interim Library Director to sign the contract.

ACTION: AYES 6 – 0

Motion passed.

MOTION: By Commissioner Anderson, supported by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids to approve JWK Contracting in the amount of \$41,000 for general work in the replacement of the HVAC system at the Yankee Clipper Branch and for the Interim Library Director to sign the contract.

ACTION: AYES 6 – 0

Motion passed.

D. Policy Review Vote

MOTION: By Commissioner Baldrige, supported by Commissioner Witteveen-Lane, that the Board of Library Commissioners of the City of Grand Rapids approve the Grand Rapids Public Library Board Policy Manual for 2018.

ACTION: AYES 6 – 0

Motion passed.

9. INFORMATION ITEMS

A. Media Index

No comments.

B. Board & Administrator, January 2018

No comments.

C. Attendance Record 2017

No comments.

D. Voluntary Commitment to Serve

No comments.

E. Conflict of Interest

No comments

F. Tax Abatement Updates

No comments.

10. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION

No comments.

11. AGENDA ITEMS FOR REGULAR BOARD MEETING: FEBRUARY 27, 2018

YMCA contract
Director search update

12. PUBLIC COMMENTS

No comments.

Meeting adjourned at 5:03 pm.