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 Baldridge, 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

   Baldridge 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. Baldridge 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**

   Baldridge 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.

   Baldridge 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 Baldridge 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 Baldridge 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 Baldridge, supported by Commissioner Anderson, that the
   Board of Library Commissioners of the City of Grand Rapids to approve that
   Commissioner Baldridge and Hendrix compose a letter to Mayor Bliss, Eric DeLong, and
   Josh Naramore using the information provided by Baldridge 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.

Baldridge 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 the 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 Baldridge, 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: 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 Baldridge, 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.