

**MINUTES  
BOARD OF LIBRARY COMMISSIONERS  
OF THE CITY OF GRAND RAPIDS  
February 28, 2017 – 4:00 pm  
111 Library St. – Board Room**

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

**1. ROLL CALL**

Board Members Present: Anderson, Baldrige, Botts, Brewer, VanderVelde, Witteveen-Lane

Board Members Absent:

Administration Present: Adcock, Dahlman, Ehlers, Krueger-Corrado, Trudell, Warner,  
Elizabeth White

Staff Present:

Public Present: Carl Meyering, GREIU; Rob DeVilbiss, GRPLF; Eric-John Szczepaniak;  
Elliott Winget

**2. PUBLIC COMMENTS ON AGENDA ITEMS**

None.

**3. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON JANUARY 31, 2017**

**MOTION: By Commissioner Baldrige, supported by Commissioner Anderson, that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the regular board meeting of January 31, 2017.**

**ACTION: AYES 6 – 0**

**Motion passed.**

**4. CITY ATTORNEY'S OFFICE FOIA AND OPEN MEETING TRAINING**

White passed handouts to the board and explained the Freedom of Information Act (FOIA) and the Open Meeting Act. There were a few questions and a short discussion regarding FOIA forms, the Patriot Act, private messages on social media platforms, and using electronic communications to prepare documents for private meetings.

Botts asked White to go over the City Commission's policy and dovetail them into the board's policies by the March meeting.

**5. BOARD COMMENTS**

**A. ALA Midwinter Report (Rachel Anderson)**

Anderson passed out her notes from the ALA Midwinter conference and highlighted a few points she found most interesting.

**B. General Board Comments**

Witteveen-Lane mentioned she did a tour of the branches and complemented Dahlman on his upkeep of the branches.

Botts reminded the board it is a good practice for board members to visit each branch every year.

**6. COMMITTEE REPORTS**

No comments.

**7. STAFF & FOUNDATION REPORTS**

**A. Statistical Report for January 2017**

No comments.

**B. Staff Changes Report**

No comments.

**C. Library Director's Report**

Warner announced her retirement at the end of this calendar year.

Botts inquired about her meeting with Gideon Sanders. Warner replied that was asked to attend to a ULC Education Workgroup regarding education and libraries so she met with Sanders and Assistant Superintendent Evans beforehand as preparation.

VanderVelde mentioned that the Spanish pre-reading classes in the South Region is going to have a great impact in the Latino community and that she is looking forward to the Day of the Dead interview video.

Anderson mentioned that it is exciting that that the Teen Council is starting so strong.

**D. Financial Report**

VanderVelde and Botts thanked Adcock for the summary page.

**E. Communications Report**

VanderVelde said that it sounded like Taste of Soul Sunday was successful. Botts asked how many people came to the event and Warner replied there were over 1,600 people in attendance.

**F. Foundation Update**

DeVilbiss congratulated the library on another successful Taste of Soul Sunday and added that it was the first event that was fully funded by the foundation. He also told the board that the White Glove fundraiser to fully fund One Book, Once City for Kids will be April 19 and asked them to think about guests to attend and to let the foundation know.

**8. OLD BUSINESS**

**A. Budget FY 2018**

**MOTION: By Commissioner VanderVelde, supported by Commissioner Witteveen-Lane, that the Board of Library Commissioners of the City of Grand Rapids approve the Fiscal Year 2018 Budget.**

**ACTION: AYES 6 – 0**

**Motion passed.**

Baldrige inquired to what other building and grounds improvements were expected to happen in FY18. Adcock handed out a sheet that breaks down each Capital Fund Expenditures for FY18.

Warner addressed the board stating that she invited Dahlman to talk about the updates. Dahlman explained that the parking lot maintenance, the replacement of the Yankee Clipper boiler, and partial roof replacement at the Main Library were priorities.

Botts thanked Dahlman for his information.

**B. BOARD POLICY 10-2 Rule 4 Update**

**MOTION: By Commissioner Baldrige, supported by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids approve the suggested updates by Elizabeth White to Policies 10-2 Rule 4 in the Board of Library Commissioners Policy Manual.**

**ACTION: AYES 6 – 0**

**Motion passed.**

**9. NEW BUSINESS**

**A. Director Search Information**

Warner thanked Baldrige and VanderVelde for meeting with her to get an approximate timeline for the director search and then went over the enclosures with the board. Botts suggested that the board let Warner know if there is anything incorrect for updates.

Witteveen-Lane asked for clarification of the difference between the search committee and the board. Baldrige explained that the search committee could be parts of the board, community members, and/or other interested parties.

Botts asked the board to come up with the four of their most important questions to send to the city to get information from city commission and city staff. Baldrige suggested that the questions should also go out to GRPL staff for their input to help the search committee.

**B. McClary Resignation**

**MOTION: By Commissioner Botts, supported by Commissioner Witteveen-Lane, that the Board of Library Commissioners of the City of Grand Rapids accept the resignation of Commissioner McClary.**

**ACTION: AYES 6 – 0**

**Motion passed.**

Warner added the library will send McClary a letter thanking him for his service.

**C. Board Vacancy**

White explained that the vacant seat will be open until the end of the year because Board Policy 10-1 states that the board cannot appoint a person to fill the vacancy within the same year as an election. Warner stated that the library will publicize the open seats.

**10. INFORMATION ITEMS**

**A. Media Index**

No comments.

**B. Board & Administrator, January 2017**

No comments.

**11. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION**

No comments.

**12. AGENDA ITEMS FOR REGULAR BOARD MEETING: MARCH 28, 2017**

Director search  
Legislative Bills – Jessica Woods

**13. PUBLIC COMMENTS**

Eric-John Szczepaniak introduced himself and Elliott Winget to the board. He said that they came to learn more regarding the appointment of a board seat vacancy. He suggested to the board that they check with the city clerk to see for sure if they needed to appoint someone before the election.

**Meeting adjourned at 5:18 pm.**