

**MINUTES
BOARD OF LIBRARY COMMISSIONERS
OF THE CITY OF GRAND RAPIDS
July 25, 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: Rachel Anderson, William Baldrige, James Botts, Sophia Brewer, Kent Sparks, M. Jade VanderVelde, Caralee Witteveen-Lane

Board Members Absent:

Administration Present: Robert Adcock, Ken Dahlman, Marla Ehlers, John McNaughton, Briana Trudell, Patrick Beatty

Staff Present:

Public Present: Dan Poortenga, GRPL Foundation

2. PUBLIC COMMENTS ON AGENDA ITEMS

No comments.

3. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON JUNE 26, 2018

MOTION: By Commissioner VanderVelde, supported by Commissioner Baldrige, that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the regular board meeting of June 26, 2018.

ACTION: AYES 7 – 0

Motion passed.

4. BOARD COMMENTS

A. ALA Reports – Caralee Witteveen-Lane

Anderson, VanderVelde, and Sparks agreed that they would like to talk about eliminating fines in the future. McNaughton added that staff are also enthusiastic about going fine free. This was followed by a discussion on regarding how the public would feel about GRPL going fine free and adding it to the upcoming strategic plan since it has many moving parts and will have to be addressed in a larger context.

Baldrige and Brewer added that it's important to removed barriers especially for children that will promote a healthy community and help eliminate the great divide.

Baldrige commented on the work being done on the windows on the Ryerson side of the building and thanked Dahlman for his hard work.

Baldrige stated that he was glad to see that the library is reviewing their security cameras and suggested that reviewing service areas making sure they are most efficient for serving the patrons would be a good idea as well. He also suggested looking at the Ryerson Auditorium and the acoustics. McNaughton responded that the library is doing studies and assessments of the buildings so that these concerns may be addressed in the new strategic plan.

Anderson asked Witteveen-Lane if privacy was mentioned in the Artificial Intelligence session. Witteveen-Lane replied that the talk was mostly for academic settings and that there would need to be a lot of changes for public libraries to use it.

VanderVelde stated that large print materials adds to better accessibility for older people and asked if the staff could look into getting more.

5. COMMITTEE REPORTS

No comments.

6. STAFF & FOUNDATION REPORTS

A. Statistical Report for June 2018

No comments.

B. Staff Changes Report

No comments.

C. Library Director's Report

McNaughton thanked the board members for meeting with him one-on-one and informed them that he's met with the Mayor and will be meeting with the rest of the City Commissioners in the near future. He also stated that the Request For Proposals for strategic planning facilitators will go out this week and will have bids for the board to look at during the August meeting.

Dahlman explained to the board that the Main Library's HVAC has a motor issue that can cause power surges and it's starting to cause problems. He recommended to the board that the library spend the money to fix the problem in order to save on larger replacement and energy costs. The board discussed the next steps and what they would need to do.

MOTION: By Commissioner Baldrige, supported by Commissioner Anderson, that the Board of Library Commissioners of the City of Grand Rapids approve to use the library's service provider to replace the part in the Main Library's HVAC system.

ACTION: AYES 7 – 0

Motion passed.

Brewer asked Dahlman whether the library has a service contract with the HVAC company and asked if they will stay with them forever. Dahlman replied that the library has a contract with them for five years and after that the library will send a request for bids to find another service provider for another five years.

Sparks noticed the anecdotes about the Spanish speaking patron who was excited about the library's material and asked if they are putting the information out there for non-native English speaking citizens. McNaughton replied that the library is scratching the surface and that they will be doing more of that in the upcoming strategic plan.

D. Financial report

Adcock told the board that the library is still in the process of closing out the fiscal year and there will be a year end report in the September board packet.

Baldrige asked about the increase of healthcare cost, and if the library accounted for the increase in the budget. Adcock stated that the library has planned on a 12% increase and that they will be okay with the new plan.

E. Foundation Update

Poortenga stated that they are planning for next years White Glove event and that it will be on April 17, 2019. He also told the board that next month the foundation will have their annual granting meeting so he will have grant updates at the August meeting.

7. OLD BUSINESS

No comments.

8. NEW BUSINESS

A. Circulating Memberships

McNaughton gave an overview of the work that was done on the Circulating Membership program.

Anderson asked about the process to which Ehlers replied, explaining the protocol about how staff handle them.

9. INFORMATION ITEMS

A. Media Index

No comments.

B. Board & Administrator, July 2018

No comments.

10. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION

No comments.

11. AGENDA ITEMS FOR REGULAR BOARD MEETING: AUGUST 28, 2018

Strategic Planning bids.

Sparks told the board that he will not be at the August meeting.

12. PUBLIC COMMENTS

No comments.

Meeting adjourned at 4:38 pm.