MINUTES
BOARD OF LIBRARY COMMISSIONERS
OF THE CITY OF GRAND RAPIDS
August 28, 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, James Botts, Sophia Brewer,
M. Jade VanderVelde, Caralee Witteveen-Lane

Board Members Absent: William Baldridge (with notice), Kent Sparks (with notice)

Administration Present: Robert Adcock, Ken Dahlman, Kristen Krueger-Corrado,
John McNaughton, Briana Trudell, Patrick Beatty

Staff Present:

Public Present: Josh Naramore and Sara Vander Werff, City of Grand Rapids
Angela Black, GREIU; 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 Anderson, that the
Board of Library Commissioners of the City of Grand Rapids approve the minutes of the
regular board meeting of July 31, 2018.

ACTION: AYES 5 – 0

Motion passed.

4. BOARD COMMENTS

No comments.

5. COMMITTEE REPORTS

No comments.

6. STAFF & FOUNDATION REPORTS

A. Facilities Report – Ken Dahlman

Dahlman gave the board an overview of the projects that were completed, in progress, and to be
completed in his department by staff and contractors.

Botts inquired about Dahlman’s staff and VanderVelde asked if it was sufficient. Dahlman replied
that it is sufficient when he is fully staffed.

B. Statistical Report for July 2018

No comments.
C. **Staff Changes Report**

No comments.

D. **Library Director’s Report**

McNaughton told the board that all of the grant requests submitted to the foundation were approved and he thanked the foundation for their support.

VanderVelde stated that the foundation still has funds that the library can request and asked McNaughton encourage the staff to think of new things they could do and apply for those funds. McNaughton said that the library will look into possible requests when they are working on their strategic plan this fall.

Botts asked McNaughton if the Business Librarian Steven Assarian has had any further conversations with the Chamber of Commerce. McNaughton was unsure and told him he would check into the matter.

Anderson told the board that one of her students used GRPL’s picture book collect for a research project for her summer class and the student’s conclusion was that GRPL has a more diverse and inclusive collection than the national average. She is glad the library is doing things like the racial equity audit and being proactive in creating inclusivity in their collections. McNaughton asked Anderson if her student would be willing to share their findings with the library. Anderson said she would check.

Brewer asked McNaughton what is being done to make sure that patrons will still have the same level of access after MeLCAT switches its database provider. McNaughton stated that staff are working hard to find comparable databases to the ones that they will be losing in the switch.

VanderVelde asked about the short video regarding safety and if the board could see it. McNaughton stated that the video would be added to the board’s website.

E. **Financial report**

No comments.

F. **Communications Report**

Krueger-Corrado stated that Mary Lou Wallace is stepping down as the President of the Friends of the Library at the end of the month and she’s done a lot of work for the library and that they are very thankful to her years of service.

Witteveen-Lane shared her appreciation for the KDL/GRPL collaboration around the Third Grade Reading Law.

G. **Foundation Update**

No comments.

7. **OLD BUSINESS**

No comments.

8. **NEW BUSINESS**

A. **Strategic Planning Bids**

McNaughton suggested that the board take the bids home and then discuss their top choices at September’s meeting.
Anderson asked McNaughton if he’s worked with facilitators before and what are some things to keep in mind when choosing one. He stated that he has worked with them in the past and explained to the board that a good facilitator will listen to the library and guide their ideas into a strategic plan and not push their own agenda and ideas on them. Botts asked the board to review the bids so they can talk about them at the September meeting.

B. **Parking Lot Memorandum of Understanding**

McNaughton gave an overview of the process of how they came to the draft of the Memorandum of Understanding (MOU) and that they’ve worked very closely to with Josh Naramore to find something that works for both parties.

Botts asked about replacing the equipment in the parking lot. Naramore stated that the city would replace it and as soon as the MOU was signed and that it would only cost the library labor fees. Anderson asked about the current contract with Ellis. Adcock replied that it is a month to month.

McNaughton asked Naramore about security for the lot to which re replied that it would be like all the other lots 24/7 and that GRPD also has a security feed to monitor the lots.

Brewer asked how discussion with the city’s parking services came to be why the library pursued this MOU. Adcock stated that it started with the updates of the equipment and trying to lessen the charges.

The board and Naramore then discussed the lot fees, validation for programming and other library uses, maintenance and other operations, and revenue and how it compares to the current contract with Ellis.

Brewer asked about the benefits of the MOU for the city. Naramore replied that the benefit would be that all city lots would not be under the city’s management and that it would be better for citizens who use the lot because all of the city’s lots would be universal. He also added that it would be a good partnership to nurture and if in the future plans regarding changes we will be already working together.

9. **INFORMATION ITEMS**

A. **Media Index**

No comments.

B. **Security Update**

Anderson stated that it looks about the same as previous years.

C. **Board & Administrator, August 2018**

No comments.

10. **GRAND RAPIDS EMPLOYEES INDEPENDENT UNION**

No comments.

11. **AGENDA ITEMS FOR REGULAR BOARD MEETING: SEPTEMBER 26, 2018**

Strategic Planing bids and details on the parking lot MOU (action items).

12. **PUBLIC COMMENTS**

No comments.

Meeting adjourned at 4:39 pm.