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

1. **ROLL CALL**

   **Board Members Present:** Rachel Anderson, William Baldridge, James Botts, Sophia Brewer, Kent Sparks, Caralee Witteveen-Lane

   **Board Members Absent:** M. Jade VanderVelde (with notice)

   **Administration Present:** Robert Adcock, Amy Cochran, Marla Ehlers, John McNaughton, Briana Trudell, Patrick Beatty

   **Staff Present:** Carol Calabrese, Tonya Deans, Nephtali Gomez, Hannah Snow, Connie Sztengel, Thomas Terrell, Misha VanVaerenbergh

   **Public Present:** Steven Assarian, GREIU; Jennifer Kasper, Josh Naramore, Mobile GR & Parking Services

2. **PUBLIC COMMENTS ON AGENDA ITEMS**

   None.

3. **SERVICE AWARDS.**

   The board thanked staff for their service.

4. **APPROVAL OF MINUTES**

   **MOTION:** By Commissioner Anderson, supported by Commissioner Brewer, that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the regular meeting of August 28, 2018.

   **ACTION:** AYES 6 – 0

   Motion passed.

5. **BOARD COMMENTS**

   Baldridge apologized for missing the last meeting.

6. **COMMITTEE REPORTS**

   No comments.

7. **STAFF & FOUNDATION REPORTS**

   **A. Statistical Report for August 2018**

   Brewer noted that the board received the July numbers and not August. Trudell will give them updated numbers after the meeting.
B. **Staff Changes Report**

No comments

C. **Library Director’s Report**

McNaughton reported to the board that the GRPLF received the MCACA award for $27,000 and it will go towards One Book, One City and the Summer Reading Challenge.

He also reported that he is now a board member of the Lakeshore Ethnic Diversity Alliance (LEDA) and he is looking forward to it.

McNaughton told the board that he talked to Botts about attending a Center for Creative Leadership program that he learned about at the ULC Forum and that he will apply for a scholarship to attend a conference. Witteveen-Lane said that she supported him going to the CCL training to which Baldridge agreed.

He also told the board that the new City Manager will be starting October 1. He added that he will be meeting with him and will keep the board updated.

Botts asked McNaughton to talk about his last meeting with Lance Werner. McNaughton stated that he met with Werner and Wendy Falb of the Literacy Center and they started brainstorming how to get high school students more involved and connected with the library.

D. **Financial Report**

The board thanked Adcock for his work.

E. **Summer Reading Challenge Evaluation**

No comments.

F. **Foundation Update**

McNaughton told the board that the foundation had a workshop for the White Glove event to happen in April and he will keep them posted.

8. **OLD BUSINESS**

A. **Strategic Planning Bids**

**MOTION:** By Commissioner Baldridge, supported by Commissioner Sparks, that the Board of Library Commissioners of the City of Grand Rapids agree to table the Strategic Planning Bids until after the Parking Lot Memorandum of Understanding.

**ACTION:** AYES 6 – 0

Motion passed.

B. **Parking Lot Memorandum of Understanding**

McNaughton gave the board background to how the discussions. He stated that this draft of the MOU is the most up-to-date and that the city could update it further to best suit the library if needed.

Adcock then explained the operating income matrix on the final page of the enclosure.
Kasper, Naramore, and the board then discussed the MOU, the current parking systems and the updates that would take place after the agreement is signed, access cards, administrative fees, lot maintenance, and future opportunities for the lot. From this conversation the board asked that the city update the language around the access cards so the library will be able to give them to their staff and tenets when needed.

**MOTION:** By Commissioner Sparks, supported by Commissioner Witteveen-Lane, that the Board of Library Commissioners of the City of Grand Rapids approve the MOU with the discussed language updates.

**ACTION:** AYES 6 – 0

Motion passed.

A. **Strategic Planning Bids**

Botts asked the board to put their top two choices on a card.

The board, Adcock, Ehlers, and McNaughton discussed the process of choosing the facilitators, how much was budgeted for the planning process, and how the library isn’t required to go with the lowest bidder on specialized bids.

McNaughton shared that he requested feedback from staff and he received few. He shared that feedback with the board.

The board then discussed their top choices and budget.

Ehlers stated that an interview would be beneficial that way the board can see if they click with the firms. Sparks agreed that the board should interview two or three firms.

Botts asked McNaughton to send an invitation to the top two firms for a Skype interview at the next board meeting.

**MOTION:** By Commissioner Baldridge, supported by Commissioner Brewer, that the Board of Library Commissioners of the City of Grand Rapids agree to invite Sarah Keister Armstrong and Margaret Sullivan to interview with the board to potentially facilitate GRPL’s strategic plan.

Botts asked the board to send McNaughton questions for each firm to answer in advance by the end of day Tuesday October 2.

Anderson suggested that each firm give a five minute presentation with and allow 10 minutes for questions. The board agreed.

**ACTION:** AYES 6 – 0

9. **NEW BUSINESS**

No comments.

10. **INFORMATION ITEMS**

   A. **Media Index**

      No comments.

   B. **New York Times Opinion:** “To Restore Civil society, Start with the Library”

      No comments.
11. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION

Assarian stated that the GREIU has noticed that parking is radially decreasing downtown and it is important to GREIU and its members to have parking close to the library.

The board agreed and they will keep it in mind.

12. AGENDA ITEMS FOR REGULAR BOARD MEETING: OCTOBER 30, 2018

Policy review: Baldridge asked for people to submit any changes or updates that they have to him prior to the next meeting.

13. PUBLIC COMMENTS

No comments.

Meeting adjourned at 5:16 pm.