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 notification)

   Administration Present: John McNaughton, Robert Adcock, Marla Ehlers, Kristen Krueger-Corrado, Patrick Beatty (City Attorney’s office)

   Staff Present: Stacy Smelker, Jessica Anne Bratt

   Public Present: Steven Assarian, GREIU; Dan Poortenga, GRPLF

2. **SERVICE AWARDS**

   The board thanked the staff for their years of service.

3. **PUBLIC COMMENTS ON AGENDA ITEMS**

   No comments.

4. **APPROVAL OF MINUTES**

   **MOTION:** By Commissioner Baldridge, supported by Commissioner Brewer, that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the regular November 27, 2018.

   **ACTION:** AYES 6 – 0

   Motion passed.

5. **BOARD COMMENTS**

   Witteveen-Lane discussed a meeting she had with library staff regarding two $50,000 community health grants. She reported that they were due in March and if granted, would begin in May.

   Baldridge proposed moving the election of board officers to January because of the election certification process. The board discussed making this an actionable item this month instead of the election. Baldridge also suggested that the board send out holiday cards to staff. These would be produced by the library’s Communications department to help build morale. Botts suggested putting this on agenda for October meeting.

6. **COMMITTEE REPORTS**

   No comments.
7. **STAFF & FOUNDATION REPORTS**

A. **Statistical Report for November 2018**

   No comments.

B. **Staff Changes Report**

   No comments.

C. **Library Director’s Report**

   McNaughton provided an update on strategic planning process. He reported that Executive Staff were meeting with Margaret Sullivan every Thursday, had finalized three questionnaires for staff, and picked staff for the working group. He stated that the Management Team had toured the GVSU Library and Steelcase University to look at human centered design. McNaughton reported that to enhance the user experience the library will use BiblioCore to improve the skin of catalog.

   Jessica Anne Bratt shared an update on the Social Justice Begins with Me book club, a partnership with GVSU School of Social Work that is based on a similar program at the East Lansing Public Library.

   Witteveen-Lane asked about the strategic planning process and how the board would be involved. McNaughton explained the process and how and where the board would provide input. Witteveen-Lane requested that the board be updated after every session. McNaughton said that he would provide regular updates.

   Sparks asked for more information about the update to video cameras. McNaughton reported that the library is upgrading and expanding out to branches. Ehlers shared details of the new camera locations.

   Botts requested that the cigarette butts out front be cleaned up. Ehlers stated that she would have maintenance clean them.

   Anderson asked about wifi outside of the building. After discussion between the board and staff about expanding the reach and availability of public wifi, McNaughton stated that he would have the Information Systems department look into it.

   Brewer asked if BiblioCore was open source. McNaughton replied that it was not but was compatible with open source ILS.

   Botts requested that attendance numbers of all of the library programs be reported in the board packet. McNaughton said that they would include them in future packets.

D. **Financial Report**

   Adcock reported on FY18 and FY19. The board discussed the fund balance.

   Botts asked about the recommended amount for Asset Management. Adcock stated that $500,000 to $600,000 will be added to this fund.

   Witteveen-Lane commented on the amount of money in the Operating Fund. Adcock stated that it was because of high turnover of staff and that it will self-correct moving forward. He remarked that the library is in a very solid position moving into strategic planning. Brewer remarked that human centered design would necessitate replacing outdated furniture and that the surplus could help offset those costs.
E. Foundation Update

Poortenga reported that foundation trustees were getting coaching in fundraising and that Joanna Hogan was working on a case of support. In November, the foundation hosted a case study work group. He noted that it was successful and interesting to see all the ways that library supports the community. He also reminded the board about the annual White Glove fundraising event in April.

8. OLD BUSINESS

A. Branch Parking Lot Discussion

McNaughton reported that he met with Father Ron Hutchinson about the West Side parking lot. Father Hutchinson offered to use the lot up to end of parish garage. The library will maintain this portion of the lot and the church will plow. The church will put up signs notifying people that they will tow vehicles parked overnight. The church will give staff something to put in their cars and will draft formal agreement. Legally the library’s property is only what is next to building.

Baldridge requested a Memorandum of Understanding with church and the opportunity to option to purchase. He also requested an inventory of all parking situations. McNaughton commented that Ehlers is working on a facilities audit which includes parking.

9. NEW BUSINESS

A. Meeting Times and Discussion & Approval of Meeting Schedule

MOTION: By Commissioner Witteveen-Lane, supported by Commissioner Anderson, that the Board of Library Commissioners of the City of Grand Rapids approve the proposed board meeting schedule for 2019.

ACTION: AYES 6 – 0

Motion passed.

Sparks commented that the current board meeting time excludes many members of the community and potential board members from attending. Botts noted that the current meeting time allows staff to attend. The board discussed the issue and decided to take up the issue at the March meeting.

B. Closing Calendar

MOTION: By Commissioner Sparks, supported by Commissioner Brewer, that the Board of Library Commissioners of the City of Grand Rapids approve the library closing calendar for 2019–2021.

ACTION: AYES 6 – 0

Motion passed.

C. Election of Board Officers

MOTION: By Commissioner Baldridge, supported by Commissioner Witteveen-Lane, that the Board of Library Commissioners of the City of Grand Rapids approve to table the election until right after roll call in January.

ACTION: AYES 6 – 0

Motion passed.
D. Review of Committee Assignments and Foundation Board Appointments

MOTION: By Commissioner Baldridge, supported by Commissioner Brewer, that the Board of Library Commissioners of the City of Grand Rapids approve to table the committee assignments and the board appointments until the January meeting.

ACTION: AYES 6 – 0

Motion passed.

E. Strategic Plan December Update

McNaughton explained difference between staff classifications and responsibilities.

McNaughton remarked that streaming services continue to go up.

Ehlers noted that the staffing assessment looked at the impact of several things and focused on public service staff.

McNaughton commented that the new strategic plan might be redesigning positions and would look at current pinch points and future staffing needs.

Baldridge asked if the staffing assessment excluded staff on the 5th floor. Ehlers said that it did.

Baldridge noted that the board had established executive limits in 2015 that included branch hours and close buildings and that this would be true in future as well. Priorities are established by the board.

Botts, Baldridge, and Ehlers discussed creating a substitute pool.

Botts thanked Ehlers for her work.

10. INFORMATION ITEMS

A. Media Index

No comments.

B. Board & Administrator, December 2018

No comments.

11. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION

Assarian and Ehlers discussed net availability of staff.

12. AGENDA ITEMS FOR REGULAR BOARD MEETING: JANUARY 22, 2019

elections and committee assignments

13. PUBLIC COMMENTS

No comments.

Meeting adjourned at 5:09 pm.