MINUTES
BOARD OF LIBRARY COMMISSIONERS
OF THE CITY OF GRAND RAPIDS
January 22, 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, William Baldridge, James Botts, Sophia Brewer, Kent Sparks, M. Jade VanderVelde, Caralee Witteveen-Lane

   Board Members Absent:
   
   Administration Present: Robert Adcock, Marla Ehlers, John McNaughton, Rebecca Near, Briana Trudell, Patrick Beaty (City Attorney’s Office)

   Staff Present:

   Public Present: Carl Meyering, GREIU; Dan Poortenga, GRPLF

2. **Election of Board Officers**

   The board filled out their ballots and Trudell and McNaughton tallied them. McNaughton shared the results with the board.

   **MOTION:** By Commissioner Baldridge, supported by Commissioner Botts, that the Board of Library Commissioners of the City of Grand Rapids approve William Baldridge as the Board President and Kent Sparks as the Vice President/Secretary for 2019.

   **ACTION:** AYES 7 – 0

   Motion passed.

3. **PUBLIC COMMENTS ON AGENDA ITEMS**

   No comments.

4. **APPROVAL OF MINUTES**

   **MOTION:** By Commissioner Brewer, supported by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the regular board meeting of December 18, 2018.

   **ACTION:** AYES 7 – 0

   Motion passed.

5. **BOARD COMMENTS**

   Witteveen-Lane and VanderVelde thanked Botts for his service as president of the Board of Library Commissioners for many years.

   Baldridge congratulated Sparks on being elected the Vice President/Secretary. He also stated that he would like to add a holiday greeting for staff to the agenda in October and asked the board to think about it. He also added that he would like Trudell to look into getting the brownstone documents to add to the board packets as printed items again.
6. **COMMITTEE REPORTS**

   No comments.

7. **STAFF & FOUNDATION REPORTS**

   A. **Statistical Report for December 2018**
      
      No comments.

   B. **Staff Changes Report**
      
      No comments.

   C. **Library Director’s Report**
      
      McNaughton updated the board saying that Fr. Ron Hutchinson is still working on the Memorandum of Understanding and he is planning to get it to the library in February.

      He added that Information Systems is working on the WiFi expansion and he will continue to update the board with the progress.

      McNaughton gave the board a strategic planning update explaining that surveys have been sent out to staff and that they have reached out to some area nonprofits to gain feedback regarding different groups being served in the community. He informed the board that the management team has been visiting community organization to tour their spaces for inspiration for the upcoming strategic planning process. He thanked Ehlers for her work in organizing those trips.

      McNaughton informed the board with some of the improvements for staff and patrons after switching the parking lot management to the city from Ellis.

      He told the board that he and staff have been continuing to talk about going fine-free. He passed out an information sheet to the board about going fine-free for juvenile fines. The board asked for it to be added to the next month's agenda.

      Witteveen-Lane asked if the 13 consultations were from the Small Business Resource Center to which Ehlers replied that they were. Botts asked when Assarian goes on leave, and Ehlers replied that his leave starts in April. Botts then asked about a replacement for him and Ehlers stated that the library is working on it.

   D. **Financial Report**
      
      No comments.

   E. **Foundation Update**
      
      Poortenga told the board the foundation reviews library grant requests in January and August and that they reviewed January’s requests today and approved them all. He also reminded the board of the White Glove event April 16, 2019. He let them know they should be receiving a save the date soon. He also asked if they would think about sponsors and people who would be interested and extend an invitation or let him know so he could.

8. **OLD BUSINESS**

   A. **Board Policy Manual Updates**
      
      Sparks asked what was updated to the policy. Baldrige stated that it was the highlighted portion.

      The board will add the approval of the entire board policy manual at the February meeting.
B. **Committee Assignments and Foundation Board Appointments**

The board discussed 2018’s committee assignments and board appointments. Baldrige appointed the following commissioners to the following committees:

**Budget Review**  
Committee of the whole

**Legislative**  
Rachel Anderson  
William Baldrige  
Kent Sparks  
Caralee Witteveen-Lane

**Policy Review**  
William Baldrige  
James Botts  
Sophia Brewer

**GRPL Foundation Representatives**  
William Baldrige  
Sophia Brewer  
M. Jade VanderVelde

9. **NEW BUSINESS**

A. **Budget Information Review**

Adcock clarified the notable changes and updates of the document.

The board thanked him for making it very clear.

Baldrige asked for clarification regarding the expansion of professional memberships to cover full cost for all levels of staff. Adcock explained that in the past it’s been just executive but now we just want that to be extended to management and full time staff. Baldrige asked for the language to be clarified so it would be appropriate to full-time professional staff. McNaughton stated they would tweak it.

Baldrige also asked that the increase of the membership reimbursements would mean they’d need to increase travel and training line. McNaughton said he would love to see that increase.

Witteveen-Lane and Sparks stated that they would like to see increase the amount of travel reimbursement. The board asked Adcock to update the budget review for next month to clarify what line items are travel and training.

Anderson commented that she was pleased to see the increase in the budget for digital resources.

10. **INFORMATION ITEMS**

A. **Media Index**

No comments.

B. **Board & Administrator, January 2019**

No comments.
C. Attendance Record 2018
   No comments.

D. Voluntary Commitment to Serve and Conflict of Interest
   No comments.

11. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION
    Meyering congratulated the new board President and Vice President/Secretary and thanked VanderVelde and Botts for service as the previous seat holders.

12. AGENDA ITEMS FOR REGULAR BOARD MEETING: FEBRUARY 26, 2019
    Juvenile fine-free document, approval of the Board of Library Commissioner Policy Manual, regular meeting time discussion, Strategic Plan update

13. PUBLIC COMMENTS
    No comments.

Meeting adjourned at 4:52 pm.