Baldridge 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

Board Members Absent: Caralee Witteveen-Lane (with notice)

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

Staff Present: Kay Thomas

Public Present: Angela Black, GREIU

2. **PUBLIC COMMENTS ON AGENDA ITEMS**

Baldridge amended the agenda for the Old Business Item A to read 5:15 pm instead of 6:00 pm.

3. **SERVICE AWARDS**

The board thanked staff for their service.

4. **APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON FEBRUARY 27, 2018**

Botts stated that Baldridge called the February 27 meeting to order and not him and asked Trudell to make the change. Sparks also mentioned that there was an inconsistency with his name in the minutes to which Trudell responded that she would make the changes.

**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 February 26, 2019 with the changes.

**ACTION:** AYES 6 – 0

Motion passed.

5. **BOARD COMMENTS**

Baldridge acknowledged the passing of Marion Vander Veen and commemorated all her support of the library.

Baldridge stated that according to the board policies that as a courtesy, board members who are up for election in the coming year should let the board know if they have plans to run for re-election. He shared with the board that he will be running again and that Witteveen-Lane has chosen to not seek re-election. Sparks and VanderVelde both stated that they will be running for their seats as well.

6. **COMMITTEE REPORTS**

No comments.
7. LIBRARY & FOUNDATION REPORTS

A. Library Director’s Report

Botts asked McNaughton what the meeting with Joel Bell was about. McNaughton stated that it was to discuss T-Mobile’s hotspots plans.

VanderVelde commended the After the Bell on Thursday program and the staff at the Yankee Clipper Branch for welcoming people into the library even without power.

B. Financial Report

The board thanked Adcock for making the monthly financial reports easily read and understood.

C. Foundation Update

Baldridge reminded the board about the White Glove event in April.

8. OLD BUSINESS

A. RESOLUTION TO CHANGE BOARD MEETING TIME TO 5:15 PM

MOTION: By Commissioner Sparks, supported by Commissioner Anderson, that the Board of Library Commissioners of the City of Grand Rapids agree to move the Board of Library Commissioners Regular Board Meeting time from 4:00 pm to 5:15 pm beginning on May 30, 2019.

Botts suggested that the board try it for a year and revisit the issue. Sparks stated that having the meetings start at 5:15 pm is more transparent and allows people who work a typical 9-to-5 schedule the ability to attend.

ACTION: AYES 6 – 0

Motion passed.

B. STRATEGIC PLANNING UPDATE

McNaughton stated that the library is going to have a packed full three days with MSS. He then gave the board a brief overview of the schedule.

Botts asked about the one-on-one conversations. McNaughton stated that he does not have an exact number of conversations but that they have been very successful and they have given the library a wealth of information.

Baldridge added that the staff involvement and excitement is very good.

9. NEW BUSINESS

A. Director Review Committee and Review Discussion

Baldridge stated that according to the policy manual they should have received the director review worksheet and McNaughton’s summary report prior to this meeting.

McNaughton passed out his summary of his past year and requested that the board go into closed session for his review at next month’s board meeting. He stated that Beatty will be there as the notetaker.
B. GRPL Wireless Access Analysis

McNaughton thanked Ehlers for putting the analysis together. He stated that based on this study that the library would like to move forward with mobile hotspots for patrons to check out and added that the library is still working out how many to purchase and the best way to move forward.

Anderson stated that she didn’t realize hotspots were an option and is excited about this option because it allows people to have a secure internet connection as opposed to an open wifi connection. She asked who the library is working with. McNaughton replied that they are getting quotes from different providers.

Baldridge asked if it would be $40,000-50,000 annually. McNaughton replied that he wanted to start with a pilot program and then maybe move forward if it is successful. He also added that the library will be applying for a Grand Rapids Community Foundation grant to help fund this program.

Sparks stated that Kent District Library has hotspots they check out and suggested that the library check with them to see how they work and what their process is around checking them out, theft, and other issues that may arise.

Botts asked McNaughton if he knew how many times KDL’s hotspots were checked out. He replied that he wasn’t aware of the exact number. Ehlers added that KDL’s hotspot checkouts are still a pilot program and that they only have a few locations with hotspots.

The board thanked Ehlers for preparing the document.

Sparks asked if the library wanted to wait for the completion of Strategic Plan or if they wanted to move forward with the hotspots. McNaughton stated he would like to implement a pilot program now because it is an issue of access and then maybe build the program with the Strategic Plan.

C. Flooring Bids

MOTION: By Commissioner Botts, supported by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids approve River City Flooring in the amount of $85,021 for the above flooring projects and for the Library Director to sign the contract.

Sparks asked since not everyone replied to the request for bids whether the library knows if this bid is reasonable and affordable. Dahlman replied that River City has done around 85% of the flooring for the library buildings and that they have often been a lower bid and that they do good work.

Dahlman gave the board a more in depth description of what the flooring projects included in the bid.

There was discussion between the board and Dahlman around how and why he chooses companies and why some companies may have chosen to not reply.

Sparks also requested to get the bids in advance in order to have more time with them.

ACTION: AYES 6 – 0

Motion passed.
D. Caulking Bids

MOTION: By Commissioner Botts, supported by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids approve Custom Caulking in the amount of $10,742 for the above projects and for the Library Director to sign the contract.

Dahlman gave the board the details of the caulking projects.

ACTION: AYES 6 – 0

Motion passed.

E. GRPL Vehicle Purchase Proposal

MOTION: By Commissioner Anderson, supported by Commissioner Botts, that the Board of Library Commissioners of the City of Grand Rapids approve to purchase a box truck for the amount of $34,999 for library use and for the Library Director to sign the contract.

Sparks asked Dahlman if he felt comfortable with the bids. Dahlman replied that the library has to go through the city’s process since it will technically be a city vehicle for library use so he feels comfortable with the prices.

ACTION: AYES 6 – 0

Motion passed.

F. Madison HVAC Bids

MOTION: By Commissioner Botts, supported by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids approve to hire Andy Egan Co. in the amount of $38,000 for the partial replacement of the HVAC system at the Madison Square Branch and for the Library Director to sign the contract.

Sparks asked if the library put this to bid to the other companies. Dahlman then explained the process. He said the only thing left with the Madison Square Branch are the valves and it's most efficient for the library to continue with Andy Egan Co.

ACTION: AYES 6 – 0

Motion passed.

There was a short discussion regarding pursuing smaller companies and minority and women owned business when the library is requesting bids.

G. DDA Payments Discussion

Botts stated that he would like to revisit the payment structure of the Downtown Development Authority and said that the library wasn’t given proper legal advice at the time of signing the with former director.

Baldridge asked that the board get the document and familiarize themselves with it and the history of the repayment structure so the board can be well informed. He would like to know how much money is being captured by the DDA. Botts asked Adcock if he could get the board a report with the most up-to-date information for the next meeting.
10. INFORMATION ITEMS

A. Media Index
   No comments.

B. Statistical Report for February 2019
   No comments.

C. Staff Changes Report
   No comments.

D. Board & Administrator, March 2019
   No comments.

E. Tax Abatement Updates

   Baldridge gave the board the history of these documents and how the library has taxes captured to fund these development projects in different corridors. Trudell will continue to work with Kara Wood of the city get these documents to the board in their meeting packets so they can be aware of what is happening.

11. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION

   No comments.

12. AGENDA ITEMS FOR REGULAR BOARD MEETING: APRIL 30, 2019

   DDA Repayment discussion continuation with report from Adcock
   Director Review
   Strategic Planning update
   Juvenile fine-free update

13. PUBLIC COMMENTS

   No comments.

Meeting adjourned at 5:01 pm.