Baldridge called the meeting to order at 5:15 pm.

1. **ROLL CALL**

   **Board Members Present:** Rachel Anderson, William Baldridge, Jame Botts (departed 6:17 pm)
   Sophia Brewer, Kent Sparks, M. Jade VanderVelde,
   Caralee Witteveen-Lane (arrived at 5:17 pm, departed 6:22 pm)

   **Board Members Absent:**

   **Administration Present:** Bob Adcock, Amy Cochran, Marla Ehlers, Kristen Krueger-Corrado,
   John McNaughton, Briana Trudell, Patrick Beatty

   **Staff Present:** Julie Tabberer, Bridget Ward

   **Public Present:** Jes Kramer; Dan Poortenga, GRPLF; Josh Naramore, GR Mobile;
   Margaret Sullivan, MSS; Jo Ellyn Clarey, Greater Grand Rapids Women's History Council;
   Diana Barrett, Chris Byron, Rebecca Smith Hoffman, Tom Wilson, Grand Rapids History Council;
   W. Scholtter, West Michigan Genealogy Society

2. **PUBLIC COMMENTS ON AGENDA ITEMS**

   No comments.

3. **APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON APRIL 30, 2019**

   **MOTION:** By Commissioner Botts, 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 April 30, 2019 with the changes discussed.

   Baldridge stated that he did not make the motion to approve the March minutes. Botts stated he made the
   motion and asked Trudell to update the minutes.

   Sparks stated that there was no reflection that the board agreed to renew the Director's contract and
   increased his salary. McNaughton stated that the issue was that the vote was in the closed session and
   Beatty added that the vote should have been in the open session.

   Brewer brought up her concern that all of the board’s voices are not being noted/represented in the
   minutes. She proposed that if there is a topic that board members would like reflected in the minutes they
   could preface their statement noting that they would like it to be recorded in the minutes. McNaughton
   agreed to her point and will move forward using this procedure.

   **ACTION:** **AYES 7 – 0**

   Motion passed.
MOTION: By Commissioner Botts, supported by Commissioner Witteveen-Lane, that the Board of Library Commissioners of the City of Grand Rapids approve an increase in McNaughton’s pay to Step D in the amount of $126,258.

Beatty noted that the board voted to increase the salary but the numbers that were listed in McNaughton’s contract were incorrect. He also suggested that the board and McNaughton could negotiate the contract before the date of his review so it can be approved on the date of the review.

ACTION: AYES 7 – 0

Motion passed.

4. BOARD COMMENTS

No comments.

5. STRATEGIC PLAN UPDATE

Margaret Sullivan gave the board a presentation that included an update regarding the planning process and told them that the draft they received is final for content but not for the layout.

The board then discussed the presentation and the draft of the library’s Strategic Direction.

Witteveen-Lane stated that she didn’t realize that the mission and vision would be updated. Sullivan replied that they were within the scope of work approved by the board. The board then discussed what they liked about the current and suggested missions.

Baldrige informed the board that one of their members needs to leave early so they would like to discuss the initiatives.

Witteveen-Lane stated that she doesn’t like the lack of goals and action steps in the draft of the Strategic Direction and she was curious to how the priorities would get set. To which Sparks and VanderVelde agreed. She also stated that she feels that she wants to give the supporters of the 2017 milage concrete actions and does not like the idea of another year of listen to the community. McNaughton replied that he would like to to make an educated decision on how best the library can support and address community needs so they can really make a difference. He explained that the action steps will bubble up when staff go out into the community. The library staff will work together to create these steps and work together to address the needs.

Anderson stated that if the board approves the Strategic Direction, they have the ability to change it within the proposed five year time span whenever they feel fit.

Ehlers stated that this is a framework and the initiatives laid out in the draft are highest level and that action steps will translate down to all levels of the library. She added that there will also be regular check-ins about what is being done, what is working and what isn’t working and if the goals still fit the direction the library is taking. She continued to explain that this plan allows the library to bring changes back to the board more often as opposed previous strategic plans.

Brewer asked how the library plans to measure the success indicators and would like to have some kind of measurement process/tool. McNaughton replied that the library will bring the progress to the board in his monthly Director’s Report.

Sullivan stated that this Strategic Direction is a strategy and not projects. The concepts that need to be fulfilled will be in the upcoming Implementation Plan and will give solid outcomes to the direction.

Baldrige asked for the record to show that Botts left because he wasn’t feeling well and Witteveen-Lane left because of a prior commitment.
The board and Sullivan then discussed the tangible process and what measurements will look like. Sullivan explained that the board’s meeting agendas may shift to include the strategic initiatives that will hold the organization to its commitments.

The board, Adcock, and McNaughton then discussed what the budget could look like next fiscal year because of a question brought up by Baldridge. Adcock stated that the Executive Team is already working on what types of funds will be needed for the proposed Strategic Direction.

Sparks asked if the Implementation Plan will be a tangible, living document. McNaughton replied that it is and that staff will use the framework of the Strategic Direction to fulfill the success it outlines. He continued that he will be working with the Executive Team to update his Director’s Report to include items on the Implementation Plan. Baldridge stated that he is pleased with the ideas in the Strategic Direction but would like to see the Implementation Plan as a way of reinforcing the framework.

Baldridge asked the board if they would like to move the agenda item 9 up before committee reports. The board agreed.

6. COMMITTEE REPORTS

A. Board Retreat Committee – Sophia Brewer

Brewer passed out a handout and stated that the committee is herself and McNaughton. She stated that she would like two more people to join the committee and asked that Trudell become a member to help coordinate things and Anderson volunteered.

Brewer added that she will send out a survey to try to find compatible dates and gather ideas of what the board would like to cover at the retreat. She then gave some ideas and added that the goal of the retreat is to re-energize and re-engage the board as a unit. Some topics to cover in the retreat will be an on-boarding process for new members, a board evaluation, and the Strategic Direction. She added that it will also have a social element.

The board asked Beatty if the retreat needs to be an open meeting. They then asked him to look into what is needed for the board to comply with the Open Meetings Act.

B. Director Review Committee – James Botts, Kent Sparks

Sparks stated that this will be an annual process and Beatty will be involved. He and Botts are looking at different rubrics and what other libraries do. They will bring what they have learned to the board and McNaughton for discussion.

7. STAFF & FOUNDATION REPORTS

A. Library Director’s Report

McNaughton stated that there will be a change in the format of the Director’s Report with library highlights and a more personalized touch. The report will share the vision and ideas of where the library will be heading in the next year with the Strategic Direction.

He told the board that next month he will present a proposal for mobile hotspots.

McNaughton added that in each month during the Director’s Report he will introduce a different staff member to the board and they will tell the board a little about themselves. He then introduced Bridget Ward.

McNaughton asked any staff present if they would like to talk more about the Strategic Direction. Krueger-Corrado stated that she understands the board’s concern with ambiguity of the direction, but she feels it will be good for the staff and the organization. Trudell seconded her notion.
Baldridge asked McNaughton to explain his decision to cancel library involvement with the annual History Detective program. He then explained his decision and explained that since the letter that was sent to the board by the History Detectives Planning Committee, he has met with Jo Ellyn Clarey of the Greater Grand Rapids Women's History Council and a member of the planning committee and they came to a compromise with which the committee was satisfied. He told the board that the library will donate the auditorium so they will still be able to host the event at the library.

The board then let the members of the History Detective Planning Committee speak to the letter and the agreement. Tom Wilson, Chris Byron, and Jo Ellyn Clarey spoke.

B. Financial Report

Adcock stated that the library will bring forth the planned budget amendment for fiscal year 2020. He also stated that the board will be voting on the hotspots next meeting.

C. Foundation Update

Baldridge stated that the foundation meeting that was planned for earlier that day was cancelled.

8. OLD BUSINESS

No comments.

9. NEW BUSINESS

A. Parking Lot Memorandum of Understanding Extension with Mobile GR

McNaughton stated that this is a renewal of the contract that the board approved last year. He added that staff and patrons have been very happy with the services.

Naramore stated that the language is exactly the same and it’s for the board’s annual consideration.

MOTION: By Commissioner Anderson, supported by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids hereby approve the to extend the Memorandum of Understanding with Mobile GR for another fiscal year with the recommended changes discussed.

Sparks pointed out several errors and typos in the document that needed corrections. He asked for clarification of some of the wording and asked for changes to be made. Naramore stated that he will make those changes.

Sparks also stated that he does not like that the library gives the board documents without notice and expects them to vote on them. He asked for McNaughton to give the board contracts more than a few days in advance in case there are any question or changes that need to be made. Baldridge and VanderVelde asked if staff would include a cover letter with an explanation and a resolution in the future.

ACTION: AYES 5 – 0

Motion passed.

10. INFORMATION ITEMS

A. Media Index

No comments.
B. Statistical Report for April 2019
   No comments.

C. Staff Changes Report
   No comments.

D. Communications Report
   No comments.

E. Board & Administrator, May 2019
   Baldridge stated that there is some really good information on director evaluations for the committee to look at.

F. Tax Abatement
   No comments.

11. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION
    No comments.

12. AGENDA ITEMS FOR REGULAR BOARD MEETING: JUNE 25, 2019
    Hotspot Proposal (action item)
    FY20 Budget Adjustments (action item)
    Strategic Direction for approval (action item)
    Director contract (action item)

13. PUBLIC COMMENTS
    Jes Kramer introduced herself and stated that she is on the ballot for one of the open board seats. She also stated that it was great to hear how the strategic plan is coming along.

    Meeting adjourned at 7:17 pm.