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

1. ROLL CALL

   Board Members Present: Rachel Anderson, William Baldridge, James Botts, Sophia Brewer (arrived at 5:24 pm), Kent Sparks, M. Jade VanderVelde, Caralee Witteveen-Lane

   Board Members Absent:

   Administration Present: Robert Adcock, Ken Dahlman, Marla Ehlers, Jason Hendrix, John McNaughton, Rebecca Near, Briana Trudell, Patrick Beatty

   Staff Present:

   Public Present: Deb Bose, Kelly Boston, Kathryn Dilley, Jes Kramer

2. PUBLIC COMMENTS ON AGENDA ITEMS

   No comments.

3. Union Contract and Non-Union Resolution Discussion

   MOTION: By Commissioner VanderVelde, supported by Commissioner Botts, that the Board of Library Commissioners of the City of Grand Rapids approved to enter into a closed session to discuss the Union Contract and Non-Union Resolution.

   ACTION: ROLL CALL AYES (Anderson, Baldridge, Botts, Sparks, VanderVelde, Witteveen-Lane) – 0

   Motion passed.

4. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON JUNE 25, 2019

   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 June 25, 2019.

   ACTION: AYES 7 – 0

   Motion passed.

5. BOARD COMMENTS

   Baldridge told the board that as McNaughton stated in his Director’s Report that the two of them will be working on updating policies and making sure that procedures for each policy are in place.

   Baldridge stated that he would like to put something in place for FY21 budget’s preparation. He added that he would like for the board to be more involved with the budgeting process.
6. COMMITTEE REPORTS
   A. Board Retreat Committee
      Brewer stated that the committee will be meeting later this week.
   
   B. Director Review Committee
      Botts stated that Sparks and McNaughton will meet before the next board meeting. Baldridge stated that the work that will be brought about in the next meeting will replace Exhibit A in the Board Policy 10-3.

7. STAFF & FOUNDATION REPORTS
   A. Library Director’s Report
      McNaughton stated that he wanted to point out that digital downloads seem to be steadily increasing and he added that Macmillan Publishers will change the way they are going to allow libraries to gain access to new releases. There was a short discussion regarding digital downloads, how new policies enforced by publishers will effect libraries, and what could be done to prevent issues for patrons in the future.

      Sparks stated that he enjoys reading about all the programming in the Director’s Report and he also gave kudos to the staff for all their hard work. Witteveen-Lane agreed with Sparks and added that she appreciates it when the public library steps into the academic world. VanderVelde added that she likes the new layout. McNaughton stated that there will be more changes to come.

      Anderson stated she was glad to see that Jessica Bratt went to the Commission Night Out and she’s happy it’s not just McNaughton representing the library at City functions.

   B. Financial report
      Adcock updated the board saying that he’s still working on the year end process and they will receive an update in September.

   C. Foundation Update
      Baldridge stated that the foundation is working on the 150th Anniversary of the Grand Rapids Public Library. He asked McNaughton to keep the board updated on the upcoming events.

8. OLD BUSINESS
   A. Approval of Strategic Framework
      
      MOTION: By Commissioner Botts, supported by Commissioner Brewer, that the Board of Library Commissioners of the City of Grand Rapids approve the Strategic Framework 2019 – 2022.

      Witteveen-Lane stated that she is concerned about the inward nature of the first initiative and in the measurable goals.

      Baldridge added that there will be policy updates regarding the Strategic Framework

      ACTION: AYES 7 – 0

      Motion passed.
B. Approval of Measurable Goals

MOTION: By Commissioner Botts, supported by Commissioner Sparks, that the Board of Library Commissioners of the City of Grand Rapids approve the Strategic Framework Measurable Goals 2019 – 2020.

Witteveen-Lane would like to note that it took the board a long time to get on board with this framework and she would like to encourage the staff to work quickly through the planning to get to the services.

ACTION: AYES 7 – 0

Motion passed.

C. Approval of Union Contracts

MOTION: By Commissioner Anderson, supported by Commissioner Botts, that the Board of Library Commissioners of the City of Grand Rapids approve the collective bargaining agreement with the GREIU for Rank & File unit classifications, through June 30, 2022.

Sparks asked that documentation of the contract updates from Hendrix be added to the minutes for the record.

ACTION: AYES 7 – 0

Motion passed.

MOTION: By Commissioner Brewer, supported by Commissioner Botts, that the Board of Library Commissioners of the City of Grand Rapids approve the collective bargaining agreement with the GREIU for Supervisory unit classifications, through June 30, 2022.

ACTION: AYES 7 – 0

Motion passed.

D. Budget Amendments

MOTION: By Commissioner Botts, supported by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids approve the above FY20 budget amendment for compensation in the amount of $494,618, effective July 30, 2019.

Baldridge asked for McNaughton to go over each of the positions being proposed and explain their purpose. McNaughton then explained the positions with the help of Ehlers and Hendrix. The board and administration staff discussed the positions and how they will help the library with the new Strategic Framework.

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 the above FY20 budget amendment for Asset Management adjustments in the amount of $515,884, effective July 30, 2019.

Sparks asked if these jobs have already been bid out. Adcock replied these are just estimates and they will be bid out later when they have a clear direction of the need.

ACTION: AYES 7 – 0

Motion passed.
MOTION: By Commissioner Sparks, supported by Commissioner Anderson, that the Board of Library Commissioners of the City of Grand Rapids approve the above FY20 budget amendment for the hotspot pilot program in the amount of $40,000, effective July 30, 2019.

Sparks asked what the $40,000 specifically covers. McNaughton replied that it is to purchase the hotspots and for the service for a year.

ACTION: AYES 7 – 0

Motion passed.

MOTION: By Commissioner Witteveen-Lane, supported by Commissioner Botts, that the Board of Library Commissioners of the City of Grand Rapids approve the above FY20 budget amendment for furniture in the amount of $20,000 and for third party design services in the amount of $15,000, effective July 30, 2019.

Anderson requested more information about this budget amendment. McNaughton explained that the furniture and design services will allow the library to adjust workflows for staff and patrons. It’s to allow the library to try to adjust the physical spaces in the library on a small scale to test it before investing large scale changes. Anderson, Witteveen-Lane, Brewer, Sparks, and McNaughton then briefly discussed possible partnerships with local furniture designers.

ACTION: AYES 7 – 0

Motion passed.

Baldridge stated that part of the funds being requested for the telephone and internet may be reimbursed later down the line. Anderson asked Adcock if this would help clear up the line item in the monthly reports. He replied that it would.

MOTION: By Commissioner Brewer, supported by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids approve the above FY20 budget amendment for telephone and internet in the amount of $12,000, effective July 30, 2019.

ACTION: AYES 7 – 0

Motion passed.

Sparks asked if the library will track and showcase what they are doing with the milage money and how they are benefiting the community. McNaughton replied that yes, the library is tracking it and is working on a milage rollout.

9. NEW BUSINESS

No comments.

10. INFORMATION ITEMS

A. Media Index

No comments.

B. Statistical Report for June 2019

No comments.

C. Staff Changes Report

No comments.
D. Emergency Contact Form
   No comments.

E. Board & Administrator, July 2019
   No comments.

F. Tax Abatement
   No comments.

11. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION
    No comments.

12. AGENDA ITEMS FOR REGULAR BOARD MEETING: AUGUST 27, 2019
    Discrimination Policy language update (action)
    Non-Union employees wage adjustment (action)
    Page wage adjustment (action)
    Policy Committee
    Board Retreat Committee
    Director Evaluation Committee

13. PUBLIC COMMENTS
    Debra Bose introduced herself and she stated her qualities as to why she would benefit the board.

14. ADJOURNMENT
    No comments.

Meeting adjourned at 6:43 pm.
Memorandum

Date: July 30, 2019

To: Board of Library Commissioners

From: John McNaughton, Library Director

Re: Resolution to Approve Proposed Collective Bargaining Agreement for Grand Rapids Employees Independent Union (GREIU) Rank & File Unit

Proposed agreement effective from July 1, 2019 through June 30, 2022.

Full-time Employees:

Wages: FY20: 2.5% increase + $500 lump sum
FY21: 2.5% increase
FY22: 2.0% increase

Health Care: Increases to dental and vision benefits (Dental annual max +$1,000, lenses every year)

Parental Leave: Two weeks paid parental leave

Retirement Health Care

Savings Plan Contributions

Changes will adjust HCSP annual contribution ratios from $1,000 ee / $1,750 GRPL to $750 ee / $2000 GRPL

Custodian Shift Differential

Increased from + $0.60/0.65 hr (2\textsuperscript{nd}, 3\textsuperscript{rd} shifts) to +$2.00/3.00 hr

Part-time Employees:

Wages: FY20: 2.5% increase + $500 lump sum
FY21: 2.5% increase
FY22: 2.0% increase

Personal Days: 2 personal days per year transferred from sick as with full-time employees

Parental Leave: Two weeks paid parental leave

Sunday Premium: Increased from $1.50 to $3.00 per hour

Proposed resolution:

RESOLVED that the Board of Library Commissioners of the City of Grand Rapids approve the collective bargaining agreement with the GREIU for Rank & File unit classifications, through June 30, 2022.
Proposed agreement effective from July 1, 2019 through June 30, 2022.

**Wages:**
- FY20: 2.5% increase + $500 lump sum
- FY21: 2.5% increase
- FY22: 2.0% increase

**Health Care:**
- Increases to dental and vision benefits (Dental annual max +$1,000, lenses every year)

**Parental Leave:**
- Two weeks paid parental leave

**Retirement Health Care Savings Plan Contributions**
- Changes will adjust HCSP annual contribution ratios from $1,000 ee / $1,750 GRPL to $750 ee / $2000 GRPL

**Proposed resolution:**

RESOLVED that the Board of Library Commissioners of the City of Grand Rapids approve the collective bargaining agreement with the GREIU for Supervisory unit classifications through June 30, 2022.