Baldridge called the meeting to order at 5:15 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, Briana Trudell, Patrick Beatty

   Staff Present: Tommy Brown, Denielle McCarron, Karolee Tobey, Jen Vander Heide

   Public Present: Kelly Boston, BoLC Elect; Dan Poortenga, GRPLF

2. PUBLIC COMMENTS ON AGENDA ITEMS

   No comments.

3. SERVICE AWARDS

   The board thanked staff for their service.

4. APPROVAL OF MINUTES

   MOTION: By Commissioner Brewer, supported by Commissioner Sparks, that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the regular meeting of August 27, 2019.

   ACTION: AYES 7 – 0

   Motion passed.

5. BOARD COMMENTS

   Baldridge stated that he had been talking with McNaughton about uplighting the building for the 150th Anniversary of the library and recommended that the library should work with the foundation on this venture.

6. COMMITTEE REPORTS

   A. Board Retreat Committee

      Brewer stated she’s in the process receiving estimates for the cost to facilitate the team building portion of the retreat. She’s still working on the schedule.

   B. Director Review Committee

      No comments.
C. **Policy Committee**

Baldridge stated he will send his notes regarding policy updates to the committee and will set up a time to meet with McNaughton to discuss procedures.

7. **STAFF & FOUNDATION REPORTS**

A. **Library Director’s Report**

McNaughton stated that after the death of Marion Vander Veen, the Vander Veen family donated two granite benches and they were placed by the flagpole at the Main Library. He also informed the board that the West Side Branch sign is being installed today and that the sidewalk and snowmelt at the Yankee Clipper Branch would be completed within the week.

McNaughton told the board that on Friday, September 13, a car veered off the street, hit the Madison Square Branch, and the City’s insurance will cover most of the cost of the damage. Baldridge thanked the Madison Square Branch staff for their outstanding and professional response during and after the incident.

Sparks asked if the printed version of the Strategic Framework would be in all of the library locations. McNaughton stated that they would be.

Anderson commended the project that found 600 mislabeled/missing items.

Witteveen-Lane asked if BiblioCore was replacing Evergreen. McNaughton replied that BiblioCore and Evergreen will work together. BiblioCore will act as a front cover.

B. **Financial Report**

Botts asked if there was a cap to the amount of funds that could be in the capital surplus. Adcock replied that there was no cap.

C. **Foundation Update**

Poortenga stated that they met with a contact at Fifth Third Bank to see how the foundation could work with them and get support for the library. He stated that the Fifth Third representative really liked the One Book One City for Kids program and said there could be some potential for the bank to support the program. Poortenga stated he would keep the board posted.

8. **OLD BUSINESS**

A. **Director Review Update – Board Policy 10-3**

**MOTION:** By Commissioner Sparks, supported by Commissioner Botts, that the Board of Library Commissioners of the City of Grand Rapids approve the changes proposed to Board Policy 10-3.

Witteveen-Lane pointed out a typo for staff to update.

**ACTION:** AYES 7 – 0

Motion passed.
9. **NEW BUSINESS**
   
   A. **Board Meeting Times Discussion**
   
   Baldridge stated that an issue with the board meeting time was brought to his attention because of traffic issues before last month’s meeting. The board briefly discussed the start time and traffic and agreed to leave it at 5:15 pm. They will discuss the start time again in April 2020.

10. **INFORMATION ITEMS**
    
    A. **Media Index**
    
    No comments.

    B. **Statistical Report for August 2019**
    
    No comments.

    C. **Staff Changes Report**
    
    Brewer told the board that she had someone mention to her that the executive team doesn’t look like the community the library serves. She wants staff to make sure that they are keeping that in mind when making hiring decisions.

    D. **Summer Reading Challenge 2019 Report**
    
    No comments.

    E. **Board & Administrator, September 2019**
    
    No comments.

    F. **Tax Abatement**
    
    No comments.

11. **GRAND RAPIDS EMPLOYEES INDEPENDENT UNION**
    
    No comments.

12. **AGENDA ITEMS FOR REGULAR BOARD MEETING: October 29, 2018**
    
    Board Retreat Committee
    Budget Review
    Board Policy Manual Update – Action item

13. **PUBLIC COMMENTS**
    
    No comments.

14. **ADJOURNMENT**
    
    No comments.

Meeting adjourned at 5:53 pm.