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: Robert Adcock, Amy Cochran, Marla Ehlers, Kristen Krueger-Corrado, John McNaughton, Rebecca Near, Briana Trudell, Patrick Beatty

   Administration Present: Julie Tabberer

   Staff Present: Sue Garza and Roberto Jara, Grandville Avenue Arts & Humanities; Deb Bose and Kelly Boston, BoLC Elect; Dan Poortenga, GRPLF

2. PUBLIC COMMENTS ON AGENDA ITEMS

   None.

3. APPROVAL OF MINUTES

   MOTION: By Commissioner Botts, supported by Commissioner Brewer, that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the regular board meeting of September 24, 2019.

   ACTION: AYES 7 – 0

   Motion passed.

4. GRANDVILLE AVENUE ARTS & HUMANITIES UPDATE

   The board welcomed Sue Garza and Roberto Jara from Grandville Avenue Arts & Humanities (GAAH). They gave the board a brief update of what's happening at the Cook Library. Jara addressed the board and told them that their community would not be the same without their organization and asked if the board would be able to give the organization a modest increase to their annual contribution. The board, Jara, and Garza then discussed the services they provide to the community of the southwest side of the city and for whom they provide these services.

   Baldridge thanked GAAH for all the work they've been doing and for coming and talking to the board. He clarified that the Grand Rapids Public Library makes the annual contribution to GAAH and not the GRPL Foundation as Jara had stated in his letter.

   MOTION: By Commissioner Brewer, supported by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids agrees to donate a total amount of $10,000 to Grandville Avenue Arts & Humanities in FY2020.

   ACTION: AYES 7 – 0

   Motion passed.
5. **BOARD COMMENTS**

No comments.

6. **COMMITTEE REPORTS**

A. **Board Retreat Committee**

Brewer stated that the retreat is coming together well and provided updates. The dates of the retreat will be Friday, November 15 for dinner and Saturday, November 16 for a workshop. She gave a short background on Tamber Bustance who will facilitate the retreat workshop.

Baldridge thanked the committee for their work.

B. **Policy Committee**

Baldridge stated that he will be going through the library’s procedures with McNaughton and that come January, the board will receive a printed copy of the policies so they can reaffirm them with the new board members.

7. **STAFF & FOUNDATION REPORTS**

A. **Library Director’s Report**

McNaughton stated that a highlight of the OCLC conference was meeting the director of the Seattle Public Library. They plan to work together to find ways they can move their libraries ahead of the curve and be examples of how other libraries can provide cutting edge services specifically for their communities.

McNaughton told the board that he met with Grand Rapids City Manager Mark Washington and they talked about the library’s Strategic Framework. Washington mentioned that he’s excited about the framework and the library’s relationship with the City.

McNaughton said that he met with representatives from the Rapid and they told him they will no longer accept paper tickets after June. Because this will affect the Ride To Read program, the two organizations will work on a reloadable card process so the library can continue to provide this service to the city’s youth and their caregivers.

He also mentioned that he met with Julie Ridenour from the Steelcase Foundation to talk about grant opportunities for the library.

Lastly, McNaughton told the board that the library had recently discovered bedbugs in one of the branch book drops and since then have brought in bedbug detection dogs. He ensured them that the library has everything under control. Ehlers added that pest control/treatment is a part of the library’s regular procedures. She added that the library has a system in place to clean and treat the entire collection and that staff is confident in the state of collection. The board was also told that there may be a television clip in the works from WoodTV8 and that staff are trained on how to handle this situation and the public.

B. **Financial Report**

No comments.
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C. Foundation Update

Poortenga stated that they were awarded a Michigan Council for Arts and Cultural Affairs (MCACA) grant. The funds from the grant will support the One Book, One City for Kids as a matching grant. He added that the White Glove event is in the planning stages and asked them to let the foundation know of any potential sponsors or invitees.

8. OLD BUSINESS

No comments.

9. NEW BUSINESS

A. Budget Overview FY2021

Baldridge stated that the budget is the number one responsibility of the board and he feels that it should be presented to the board earlier than February. He added that staff should get the board’s input sooner rather than later. He also stated that it’s important for the board to set executive limits when needed and should guide staff on things that they as the board would like to see – such as a board retreat. He added that he would like to suggest that staff consider increasing the training budget to bring in facilitators for in-house trainings for staff and the board.

Anderson stated that the board should overview and review the budget instead of suggesting. She added that the suggestions should come from the director. Anderson then asked McNaughton if there was discussion around becoming a fine-free library. McNaughton replied that it’s a constant conversation.

Witteveen-Lane stated that she agrees with Baldridge and would like to see the board involved earlier on since the Strategic Framework is about moving many directions.

Sparks stated that he thinks it’s good for the board to be involved earlier as well but echoed Anderson’s caution to the board not to micromanage the library and that the director should be the one who states the library’s direction and the board provides feedback.

Baldridge added that the board has the power and the forethought to set executive limits especially when times are harder.

B. BoLC Policy Manual Review

Sparks and Anderson will touch base with Trudell to go over grammatical errors and the board will vote on the updates next month.

C. Fee Schedule

Baldridge gave the board a brief background on the fee schedule. Witteveen-Lane stated that she would like to talk about the room reservation fees. The board agreed to talk about it.

Anderson stated that the suggested changes to the fee schedule makes a lot of sense. Tabberer said it will be very helpful to patrons to have a simplified fee schedule for reproductions.

MOTION: By Commissioner Botts, supported by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids approve the proposed changes to the fee schedule as of October 29, 2019.

ACTION: AYES 7 – 0

Motion passed.
10. INFORMATION ITEMS

A. Media Index
   No comments.

B. Statistical Report for September 2019
   No comments.

C. Staff Changes Report
   No comments.

D. Board & Administrator, October 2019
   No comments.

E. Tax Abatement
   No comments.

11. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION
   No comments.

12. AGENDA ITEMS FOR REGULAR BOARD MEETING: NOVEMBER 26, 2019
    Room Fees
    Nomination Committee Appointment
    Policy Review Update - Action item

13. PUBLIC COMMENTS ON ITEMS NOT COVERED ON AGENDA
    No comments.

14. ADJOURNMENT
    No comments.

Meeting adjourned at 6:18 pm.