Minutes
Board of Library Commissioners BOARD OF LIBRARY COMMISSIONERS
of the City of Grand Rapids
November 26, 2019 – 5:15 pm
111 Library Street NE – Board Room

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

1. **ROLL CALL**

   Board Members Present: Rachel Anderson, William Baldridge, James Botts, Kent Sparks, M. Jade VanderVelde, Caralee Witteveen-Lane
   
   Board Members Absent: Sophia Brewer (with notice)
   
   Administration Present: Robert Adcock, Marla Ehlers, Kristen Krueger-Corrado, John McNaughton, Briana Trudell, Patrick Beatty (City Attorney’s office)
   
   Staff Present: 
   
   Public Present: Steven Assarian, GREIU; 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 VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the regular board meeting of October 29, 2019.

   **ACTION:** AYES 6 – 0

   Motion passed.

4. **BOARD COMMENTS**

   Baldridge stated that he wanted to reiterate his appreciation for the retreat. He stated it was highly successful and he thanked the committee for their work. He suggested that the library look into uplighting at the Main Library for the 150th Anniversary of the library. He added that the library could seek funding from the GRPL Foundation or DGRI.

5. **COMMITTEE REPORTS**

   **A. Policy Review Committee**

   Baldridge stated that the reaffirmation of the Board Policy Manual will take place in January. He reiterated the board polices can be reviewed anytime and should be if the need arises. He asked the board to connect with Brewer if they have any changes or suggestions.

   **B. Nominating Committee Appointment**

   Baldridge stated he asked Anderson to be the nominating committee to which she agreed.
6. **STAFF & FOUNDATION REPORTS**

   A. **Library Director’s Report**

      Botts stated that he likes that Bratt is working with the Parks and Recreation Department for Storytimes in the Park. He asked McNaughton if food would be served at the storytimes to which McNaughton replied that there will be food served.

      Sparks asked how BiblioCore is working. McNaughton replied that it is going well and the official launch will be next week.

      Baldridge stated for the record that the collections in the GRHSC department have grown significantly due to many organizations donating their archives to the library. He continued that there is a growing need for space that requires a controlled environment. He encouraged the library to consider requesting a controlled environment be added when the planning of the parking structure is being considered in the library’s lot.

      He also noted the importance of community outreach and suggested that the library keep a list of the groups/organizations the library partners with and share it with the board so that members are aware of partnerships and can advocate accordingly.

      He also mentioned that it would be nice to have programming spaces in the branches. He encouraged the library look into having an option to purchase land adjacent to the branches to allow for additional space or parking.

      VanderVelde and Witteveen-Lane seconded Baldridge’s desire to have a report on who the library is partnering with. McNaughton stated that one of the initiative workgroups will be working on tracking partnerships.

   B. **Financial Report**

      Adcock reminded the board the yearly fund balance report would be next month.

   C. **Foundation Update**

      Poortenga stated that the foundation received $15K for diversity programming from the Wege Foundation. He also mentioned that they have started their annual campaign and have already received a sizable gift.

7. **OLD BUSINESS**

   A. **BoLC Policy Manual Update Review**

      **MOTION:** By Commissioner Botts, supported by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids approve the suggested updates to the BoLC Policy Manual.

      **ACTION:** AYES 6 – 0

      Motion passed.

8. **NEW BUSINESS**

   A. **Room Fees Discussion**

      Witteveen-Lane stated that about five years ago they looked at the room fees.

      The board expressed concern about access and brainstormed ways staff would work with groups to create greater access.
Baldridge asked about the basement in the Yankee Clipper Branch basement. McNaughton stated that it's not ADA compliant and assured the board that he and Dahlman are working to come up with the best way to make the space ADA compliant.

B. December 17, 2019, Meeting Time Adjustment

MOTION: By Commissioner Botts, supported by Commissioner Anderson, that the Board of Library Commissioners of the City of Grand Rapids approve changing the December 17, 2019, regular board meeting time to 4:00 pm.

McNaughton stated that the time adjustment of the December meeting would allow the newly elected members and staff to attend the board meeting and their swearing in ceremony.

ACTION: AYES 6 – 0

Motion passed.

9. INFORMATION ITEMS

A. Media Index

No comments.

B. Statistical Report for October 2019

No comments.

C. Staff Changes Report

Anderson asked about the Community Services Manager. McNaughton stated in the transition he is still continuing to do some duties from his old position in addition to the tasks of the Community Services Manager.

D. Board & Administrator, November 2019

No comments.

E. Tax Abatement

No comments.

10. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION

Assarian stated that this is his first time back after using his parental leave thanks to the union contract.

12. AGENDA ITEMS FOR REGULAR BOARD MEETING: DECEMBER 17, 2019

Farewell comments from outgoing board members

12. PUBLIC COMMENTS ON ITEMS NOT COVERED BY AGENDA

No comments.

13. Adjournment

No comments.

Meeting adjourned at 5:53 pm.