Baldridge called the meeting to order at 4:00 pm.

1. ROLL CALL

Board Members Present: Rachel Anderson, William Baldridge, James Botts (4:19 pm), Sophia Brewer, Kent Sparks, M. Jade VanderVelde, Caralee Witteveen-Lane

Board Members Absent:

Administration Present: John McNaughton, Robert Adcock, Marla Ehlers, Briana Trudell, Patrick Beatty (City Attorney’s office)

Staff Present: Jennifer Andrew, Carolyn Phillips

Public Present: Deborah Bose, Kelly Boston, Kathryn Dilley, BoLC Elects; 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 Witteveen-Lane, 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 November 26, 2019.

ACTION: AYES 6 – 0

Motion passed.

5. BOARD COMMENTS

Baldridge thanked staff for getting the lights back up at the Madison Branch and for making sure that the buildings are in good repair for the community. Baldridge asked McNaughton to request a safety inspection from the City for the Hall Street and Madison Avenue intersection and report the findings back to the board.

Baldridge suggested that the library look into options to purchase properties adjacent to different library locations so that the library may expand their facilities for community use.

Baldridge also mentioned that when he was employed at GRPL, they would participate in a staff exchange with LakeNet libraries. LakeNet consisted of academic, corporate, and hospital libraries. He continued that the library may want to look into this as an opportunity to allow staff to get different perspectives of what other libraries do and how staff could transfer knowledge and skills.
6. COMMITTEE REPORTS

Baldridge stated that Anderson is the Nominating Committee and asked BoLC Elects to let her know if they would like to run for Board President or Vice President/Secretary.

7. STAFF & FOUNDATION REPORTS

A. Library Director’s Report

McNaughton told the board that the library is continuing to work on the Strategic Framework and the board will be receiving a different Director’s Report next month. He added that he would like to move forward with GRPL becoming fine free and will report more next month.

McNaughton informed the board of the Senate bill SB-611. He explained that the bill will alter the Library Privacy Act so libraries can share patron information with law enforcement if the library is a victim of a crime. He’s been talking with Lance Werner from KDL about this bill’s details. The board and McNaughton then discussed what this could mean for libraries.

Anderson asked what happened to the front pillar with the button for the automatic door opener. McNaughton explained that a patron knocked it over and has since been banned. He continued that staff are working diligently to address the situation so all patrons can enter the library. He anticipates that it will be completely fixed in the new year.

B. Financial Report

Anderson noted that the library is about on target for expenditures and that the library is in a good financial position.

Sparks asked about the surplus in the Designated for Compensated Absences. Adcock explained that it’s for extended absences such as parental leave.

Witteveen-Lane said that the library may want to consider budgeting for a mentor for McNaughton if he would like. The board asked Adcock to add it to the FY2021 budget.

Brewer stated that the library seems to keep spending money for inward facing projects and should be mindful of the outward facing Strategic Framework when working on the FY2021 budget.

Baldridge added that when working on the budget, staff should look at the cost of bringing someone into the building who could do onsite training for staff.

McNaughton told the board that next month he will be doing a deeper dive into the budget and if the board has questions he suggested that they setup a time outside of the board meetings for workshops and more in depth discussions.

C. Foundation Update

Poortenga stated that they welcomed a new trustee, Kim Thomas VP of General Counsel at Priority Health.

8. OLD BUSINESS

No comments.
9. NEW BUSINESS

A. Meeting Schedule for 2020

MOTION: By Commissioner Brewer, supported by Commissioner Sparks, that the Board of Library Commissioners of the City of Grand Rapids approve the proposed board meeting schedule for 2020.

McNaughton stated that this schedule will move a couple of meeting dates slightly so he can attend conferences and not miss the board meetings. Baldridge stated that if it is not possible for McNaughton to attend a board meeting, it is acceptable to have the Assistant Director run the meeting instead. McNaughton thanked him for the suggestion and said he will keep it in mind.

ACTION: AYES 7 – 0

Motion passed.

B. Closing Calendar

MOTION: By Commissioner Sparks, supported by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids approve the library’s closing calendar for 2020–2022.

Baldridge asked for McNaughton to explain the difference between Staff Day and Staff Volunteer Day. McNaughton replied that Staff Volunteer Day is a partnership with United Way for their Day of Caring. He explained that it is a community-wide event where staff will volunteer throughout the city at different organizations.

ACTION: AYES 7 – 0

Motion passed.

C. Procedure Manual Status Report

Baldridge reminded this board and future boards to keep separation between policy and procedure. He reiterated that the two work hand-in-hand but the board’s responsibility is policy. McNaughton stated that staff is working on consolidating the procedures into one manual and will have an update in February.

10. INFORMATION ITEMS

A. Statistical Report for November 2019

No comments.

B. Staff Changes Report

No comments.

C. Board of Library Commissioners Policy Manual

No comments.

C. Board & Administrator, December 2019

Baldridge encouraged the board to re-read this month’s Board & Administrator since it addressed policies.
E. Tax Abatement
   No comments.

11. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION
   No comments.

12. AGENDA ITEMS FOR REGULAR BOARD MEETING: JANUARY 2020
   Baldridge stated that Sparks will take over as President on January 1, 2020 and will work with McNaughton on the agenda for the January meeting.
   Baldridge suggested that the board may want to think about appointing a Board Retreat Committee in February. Sparks replied that they will address this when doing committee appointments.

13. PUBLIC COMMENTS NOT COVERED BY AGENDA
   No comments.

14. PARTING COMMENTS FROM OUTGOING BOARD COMMISSIONERS
   McNaughton thanked the parting board members for support, voice, advice, and service.
   The outgoing board members then addressed staff and board members with their parting words.

13. ADJOURNMENT
   No comments.

Meeting adjourned at 4:50 pm.