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

1. **ROLL CALL**

   Board Members Present: Rachel Anderson, Deborah Bose, Kelly Boston, James Botts, Sophia Brewer (departed 6:10), Kathryn Dilley, Kent Sparks

   Board Members Absent:

   Administration Present: Robert Adcock, Amy Cochran, Kristen Krueger-Corrado, John McNaughton, Briana Trudell

   Staff Present: Jessica Anne Bratt

   Public Present: Steven Assarian, GREIU; Dan Poortenga, GRPLF

2. **Election of Board Officers**

   Sparks turned the meeting over to the Nominating Committee. Anderson asked the Commissioners on the ballot if they would like to say a few words to the board. The candidates addressed the board.

   McNaughton tallied the votes and announced that Sparks received the most votes for President and Anderson received the most votes for Vice President/Secretary.

   **MOTION:** By Commissioner Botts, supported by Commissioner Dilley, that the Board of Library Commissioners of the City of Grand Rapids approve Kent Sparks as the Board President and Anderson as the Vice President/Secretary for 2020.

   **ACTION:** AYES 7 – 0

   Motion passed.

3. **PUBLIC COMMENTS ON AGENDA ITEMS**

   No comments.

4. **APPROVAL OF MINUTES**

   **MOTION:** By Commissioner Botts, 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 December 17, 2019.

   Bose inquired about whether staff who received service awards should be reflected in the minutes. McNaughton replied that it was on the agenda for the month of the minutes.

   Boston pointed out a typo for correction before approving.

   **ACTION:** AYES 7 – 0

   Motion passed.
5. BOARD COMMENTS

Brewer welcomed the new members to the board and stated that she is glad that they are already participating. Sparks added that the board is a unified board and that he is looking forward to working with everyone.

Sparks stated that he attended the GRPLF meeting earlier in the day. He commended the foundation board for all the work they do and thanked them for their support.

6. COMMITTEE REPORTS

No comments.

7. STAFF & FOUNDATION REPORTS

A. Library Director’s Report

McNaughton noted the change in the format of the report to reflect the Strategic Framework.

Anderson stated that there wasn’t as much about the happenings of the library in the report. She asked if it would be possible to add staff or department highlights to the Director’s Report. McNaughton stated that they would add some highlights to the next report.

Boston asked if the library had a partnership with Urban Roots. McNaughton stated that they do. Krueger-Corrado added that the library has partnered with them in the past for programming. Boston said that they offer a commercial composting program that could benefit the library. Krueger-Corrado stated the library will reach out to them for further partnership opportunities.

B. Financial Report

Anderson pointed out that overtime is currently at 120% and that is not being reflected in the FY2021 budget. McNaughton replied that the uptick in overtime was due mainly to Maintenance working nights to take care of the bedbug situation.

McNaughton told the board that the library is working with a company to construct an industrial size prototype in the basement of the Main Library for heating the books to the proper temperature to kill bedbugs and bedbug eggs. He added that this will help the library quickly take care of any bedbug issues if they arise in the future.

C. Foundation Update

Poortenga stated that the foundation approved all the grants for the library for FY2021. The sum totaled around $99,000.

Poortenga then went on to explain the White Glove event to the new board members. He told the board that the foundation’s primary goal for the fundraiser is to raise money for the library’s mobile library. Sparks added that the White Glove fundraiser is a great event and he encouraged the rest of the board to attend. Sparks then thanked GRPLF for their generosity.

8. OLD BUSINESS

No comments.
NEW BUSINESS

A. Committee Assignments and Foundation Board Appointments

Sparks explained the different committees. The board then discussed 2020’s committee assignments and board appointments. Sparks appointed the following commissioners to the following committees:

**Budget Review**
Committee of the whole

**Policy Review**
Kent Sparks
Rachel Anderson
Deborah Bose

**Board Retreat**
Kelly Boston
Sophia Brewer
Kathryn Dilley

**Legislative**
Kelly Boston
James Botts
Sophia Brewer

**GRPL Foundation Representatives**
Kent Sparks
Deborah Bose
Kathryn Dilley

Botts stated that if anyone has the chance to talk with City Commissioners or any other politicians to make sure they are advocating for the library.

B. FY2021 Budget Information Review

Adcock showed the board a slideshow presentation that broke down the FY2021 budget by Strategic Framework Initiative.

Anderson asked about the Mobile Hotspots. McNaughton explained that the research the library conducted regarding the hotspots showed that they wouldn’t be reaching the demographics that the library had planned to encompass. He added that he feels it would be more beneficial for the library to work with the City to make Grand Rapids a hotspot. The board stated that they are looking forward to this possibility.

McNaughton stated that the library is ready to go fine-free and he is requesting the board’s consideration. He then shared a document with the board that showed the research of going fine-free. He asked the board to go over the document and come to him with any questions.

Botts asked if there was a way to increase the collections budget. Adcock replied that there is room to add more, but they would like to have flexibility with funds to move the needle forward on the Strategic Framework. McNaughton also stated that he would like to analyze the collection to make sure that it’s the best it can be for the community.

Anderson asked how staff are fielding digital availability and giving feedback around those issues. McNaughton explained to the new members the issues around digital materials and how publishers are making it difficult for libraries to continue providing services.
Brewer stated that she appreciated the budget review. She said that as she looks at the totals for the Strategic Framework items, many of the things being funded are inward facing. She added that she understands the need for a stable infrastructure, but she is still being asked by people, “What are they doing with the millage money?” She said that patrons want to see new things from the library. McNaughton stated that he is keeping this thought at the top of his mind when moving forward with the framework.

Sparks asked about the budget line for rebranding. McNaughton replied that the library will undertake a rebrand in tandem with the 150 anniversary celebration of GRPL. Krueger-Corrado added that the library doesn’t have the capacity to rebrand in-house so the library will need work with a firm.

Anderson asked about the 150 anniversary. Krueger-Corrado stated that the library will be celebrating throughout the entire year of 2021. She added that the actual anniversary date is December 21, 2021.

McNaughton asked Bratt to explain Storytimes in the Park to the board. Bratt explained the program and the reasons why these specialized storytimes will meet people where they are. The items budgeted include technology, books, and transportation, which will cost more than regular storytimes. Boston asked if bus passes will be available to be used to get to the different storytimes in the park. Bratt replied that they are working on it and that volunteers will receive bus passes.

McNaughton and Adcock then explained the rest of the higher increases in the budget.

Sparks asked about the fee schedule and if the library would be presenting a proposal for the room fees. Trudell replied that they thought it best to make the room rental fees the same across the board in order to make it easier for staff and patrons. The library will be looking into room uses and access with Strategic Initiative 2. She added that they want to make sure that they are offering what the community needs while making sure it’s manageable for staff.

Sparks thanked the team for putting together the budget.

### BoLC Policy Manual Reaffirmation

**MOTION:** By Commissioner Botts, supported by Commissioner Anderson, that the Board of Library Commissioners of the City of Grand Rapids reaffirm the Board of Library Commissioner Policy Manual for 2020.

**ACTION:** AYES 6 – 0

Motion passed.

### INFORMATION ITEMS

#### A. Media Index

No comments.

#### B. Statistical Report for December 2019

No comments.
C. **Staff Changes Report**
   Anderson asked if there was a process in place for a new Assistant Director. McNaughton replied that staff are working on what a new position might look like in the future.

D. **Attendance Record 2019**
   No comments.

E. **Voluntary Commitment to Serve, Conflict of Interest, General and Emergency Contact Form**
   No comments.

F. **Board & Administrator, December 2019**
   No comments.

G. **Tax Abatement**
   No comments.

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

12. **AGENDA ITEMS FOR REGULAR BOARD MEETING: FEBRUARY 18, 2020**
   Botts reminded the board that the next meeting is earlier than normal.

13. **PUBLIC COMMENTS**
   No comments.

14. **ADJOURNMENT**
   No comments.

Meeting adjourned at 6:19 pm.