

**MINUTES  
BOARD OF LIBRARY COMMISSIONERS  
OF THE CITY OF GRAND RAPIDS  
January 26, 2021 – 5:15 pm  
Virtual Meeting**

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

**1. ROLL CALL**

Board Members Present: Rachel Anderson, Deborah Bose, Kelly Boston, James Botts (5:16),  
Sophia Brewer, Kathryn Dilley

Board Members Absent:

Administration Present: Robert Adcock, John Bosma, Amy Cochran, Kristen Krueger-Corrado,  
John McNaughton, Briana Trudell, Jen Vander Heide, Patrick Beatty

Staff Present:

Public Present: Dan Cope; Steven Assarian, GREIU;  
Dan Poortenga, Shirley Gagnon Allen, GRPLF

**2. Election of Board Officers**

Anderson turned the meeting over to the Nominating Committee. Boston told the board that Anderson was running for President and Bose and Boston were in the running for Vice President/Secretary. The candidates addressed the board with their qualifications.

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

**MOTION: By Commissioner Brewer, supported by Commissioner Botts, that the Board of Library Commissioners of the City of Grand Rapids approve Rachel Anderson as the Board President and Kelly Boston as the Vice President/Secretary for 2021.**

**ACTION: AYES 6 – 0**

**Motion passed.**

**3. PUBLIC COMMENTS ON AGENDA ITEMS**

No comments.

**4. APPROVAL OF MINUTES**

**MOTION: By Commissioner Botts, supported by Commissioner Boston, that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the regular board meeting of December 15, 2020.**

**ACTION: AYES 6 – 0**

**Motion passed.**

## 5. BOARD COMMENTS

Bose congratulated Boston on being elected Vice President/Secretary.

Boston thanked the board for their support and stated that it's an honor to serve as their Vice President/Secretary. She also commended staff for the book bundles.

Brewer thanked those who stepped up to be in the board's leadership role. She also thanked Bose for her willingness to serve in a variety of ways.

## 6. COMMITTEE REPORTS

### A. Policy Review Committee

Anderson stated that the review committee did not meet but she talked with McNaughton and will follow a policy review directed by staff.

## 7. STAFF & FOUNDATION REPORTS

### A. Library Director's Report

McNaughton talked to the board about GRPL reopening. With the schools functioning in a hybrid model and KDL reopening to allow patrons in their buildings, the library has been having conversations with patrons about GRPL reopening. He continued that although the numbers in the county look favorable, he is looking into the future and taking the new virus strains into consideration. He asked the board to consider the library maintaining their current status for the foreseeable future.

McNaughton informed the board that the library is adjusting the way they prepare and present the budget to the board this year. He stated that they would present the budget to the board in February and the board would vote to approve it in March. He added that after the board receives the budget, he encourages the board to set up one-on-one meetings with him so he can address any questions or concerns they have.

Anderson asked if GRPL will allocate the surplus funds for other projects. McNaughton stated that they are going to present needed projects to the board along with the budget. He also informed the board that GRPL has a trust that was left to the library many years ago. He is considering whether it would be wise to invest that money in order to create a safety net. He stated that he will discuss it with the board in the coming months.

McNaughton told the board that they approved funding to the redesign of Level 5 of the Main Library and, after having conversations with staff, they feel it would be best for the organization to look system-wide at areas that could use updates. He told the board that he would like for those funds to go towards hiring a consultant to assess all GRPL locations' public and staff spaces.

McNaughton told the board that the library has had initial conversations with Kent County Health Department (KCHD) about the possibility of using one or more GRPL locations as vaccination clinics. Botts asked if it was the Main Library or branches. McNaughton replied that it depends on KCHD's needs and he would bring updates to the board.

Brewer pressed the importance of the library putting patrons' needs first and to always think about who the library serves when making big decisions. She added that it's important to look outwards and make sure we are addressing community needs. McNaughton agreed. He added that when they bring in consultants for the spaces, their high priority is to assess patron spaces and staff spaces will be secondary. Brewer reiterated that patrons will need to receive the services that they've been missing when the library is ready to reopen fully to the public. She

added that they'll need spaces for social connection and she would like for the library to take more risks.

Boston asked about the timeline for GRPL Delivered. McNaughton stated that the service is already in practice but the library is working on expanding it to more patrons. The soft launch will be around mid-February.

**B. Financial Report**

Adcock stated that the property taxes will remain stable through the next year.

Brewer asked if there was a way that staff will adjust the way they utilize the travel and training budget. She added that staff need to be trained how to adjust to this current environment. Adcock replied that staff are currently and will continue to take advantage of virtual training opportunities.

**C. Foundation Update**

Poortengea told the board that the foundation approved \$38,400 in grants at their granting meeting earlier for FY21 Summer Reading Challenge and a Project Manager for Storytime GR. Also, \$46,784.00 was approved for FY22 African American and Hispanic programming, a Storytime GR Project Manager, a Local History intern, and purchases. The foundation will also partner with GRPL in fundraising for GRPL's 150 Anniversary. He added that a Read-a-thon to benefit the Mobile Library and other ideas are currently in the works.

**8. OLD BUSINESS**

No comments.

**9. NEW BUSINESS**

**A. Committee Assignments and Foundation Board Appointments**

Due to the vacant seat, the board will leave the committee appointments as is until further notice.

**B. BoLC Policy Manual Reaffirmation**

**MOTION: By Commissioner Botts, supported by Commissioner Bose, that the Board of Library Commissioners of the City of Grand Rapids reaffirm the Board of Library Commissioner Policy Manual for 2021.**

**ACTION: AYES 6 – 0**

**Motion passed.**

Brewer stated that with the last policy affirmation, there was a review of the staff's accompanying procedure manual and she asked about it's status. Trudell stated that the staff review the updates to the BoLC Policy Manual and adjust their procedures if needed.

**C. Board of Library Commissioner Appointment Process**

The board discussed the BoLC appointment process and that the appointed commissioner will be in the position until the next election cycle in 2022. They then will have the opportunity to run to be elected by the public for the remainder of that seat's term that ends 2024. The board would like to put together a call for applications and publicize it on various platforms.

The board agreed that they will review the wording of the application at the February meeting. Then the library will publicize the vacancy after the February meeting. They anticipate to conduct interviews and for the seat to be filled by the April board meeting.

**10. INFORMATION ITEMS**

**A. Media Index**

No comments.

**B. Statistical Report for December 2020**

No comments.

**C. Staffing Report**

No comments.

**D. Attendance Record 2020**

No comments.

**E. Voluntary Commitment to Serve, Conflict of Interest, General and Emergency Contact Form**

No comments.

**F. Board & Administrator, January 2021**

No comments.

**11. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION**

Assarian congratulated the board's new officers. He stated that the union is appreciative that the library is remaining at the limited services model during the time.

**12. AGENDA ITEMS FOR REGULAR BOARD MEETING: FEBRUARY 23, 2021**

Board vacancy application.

**13. PUBLIC COMMENTS**

No comments.

**14. ADJOURNMENT**

No comments.

**Meeting adjourned at 6:32 pm.**