

**MINUTES**  
**BOARD OF LIBRARY COMMISSIONERS**  
**OF THE CITY OF GRAND RAPIDS**  
**December 12, 2023 | 5:15 pm**  
**111 Library St NE | Board Room**

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

**1. ROLL CALL**

Board Members Present: Rachel Anderson, Kelly Boston, Kathryn Dilley,  
Sheila García Mazari, Kristin Kopec,  
Kevin Peterson (arrived at 5:17), Lauren Woolsey

Board Members Absent:

Administration Present: Robert Adcock, Lindsay Laplow, John McNaughton,  
Patrick Beatty

Staff Present: Megan Biggins, Erin Hart, Katie Zychowski

Public Present: Adam Oster, Library of Michigan;  
Chris Byron, Tom Wilson, G.R. Historical Commission;  
Jax Johnson

**2. PUBLIC COMMENTS**

Oster speaks as a representative from the History Detectives Planning Committee to invite everyone to the January 20, 2024 History Detectives event at GRPL.

**3. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON NOVEMBER 28, 2023**

**MOTION: By Commissioner Woolsey that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the regular board meeting of November 28, 2023.**

McNaughton corrects Agenda Item 6c.

**ACTION: AYES 7 – 0**

**Motion passed.**

**4. BOARD COMMENTS**

Woolsey comments that she is excited to see the new brand. She is especially happy that the new brand logo is already on the library's hold receipts.

Boston comments that she used Seymour Branch's hold lockers recently and was very pleased with the service.

Anderson comments that she met with Maggie Lancaster and 2 members from the Grand Rapids Children's Museum (GRCM) last week. She concludes that they will be meeting with Fishbeck and expects more progress in the new year.

## 5. COMMITTEE REPORTS

### a. Legislative

No comments.

### b. Policy

Woolsey comments that the Board will vote later in this meeting on Agenda Item 7a.

### c. Board Retreat

Boston confirms that the date for the Board Retreat will be January 27, 2024.

## 6. STAFF & FOUNDATION REPORTS

### A. Library Director's Report

McNaughton introduces Zychowski to talk about GRPL's rebranding. Zychowski tells the board that we met our milestone of the public launch of the new brand on December 7. She adds that staff have been amazing participants and concludes that while there is still a lot more to do, there is a lot to be celebrated.

McNaughton comments that Zychowski and the Communications team worked hard on this. He thanks them for their work.

Boston asks if GRPL is offering newly branded library cards for free. Zychowski answers and adds that patrons will be issued a new library card number if they do so.

Boston asks how long the newly branded cards will be free for patrons. Zychowski says she'll look into it. Anderson asks if we should review our policy on card renewals. Biggins says that this is slated to be reviewed in the new year.

### B. Financial Report

Adcock says that because of the quick turn around from the last Regular Board Meeting, this month's report is a snapshot.

### C. Foundation Update

Dilley shares that due to the ongoing collaboration with the GRCM, the Grand Rapids Public Library Foundation (GRPLF) will not have their annual fundraising event this year. McNaughton adds that GRPLF will be participating in passive fundraising instead. Peterson confirms that their fundraising mailer went out.

## 7. OLD BUSINESS

### A. Approval of Patron Responsibilities Policy

**MOTION: By Commissioner Boston, seconded by Peterson, that the Board of Library Commissioners of the City of Grand Rapids agree to update the Patron Responsibilities Policy.**

Boston asks about Item 3f and if there would be intervention before it would get to that point. Woolsey answers.

Anderson comments that she likes that each statement within the policy is positive and frames the document as a group goal.

Woolsey comments that staff, as well as the Community Services Manager, have been active participants in the revision of this policy. McNaughton confirms.

Peterson adds that he likes that the revisions provide more agency to staff and that the policy is specific but allows for flexibility.

**ACTION: AYES 7 - 0**

**Motion passes.**

## **8. NEW BUSINESS**

### **A. Approval of the 2024 Regular Board Meeting Schedule**

**MOTION: By Commissioner Woolsey, seconded by García Mazari, that the Board of Library Commissioners of the City of Grand Rapids agree to approve the Regular Board Meeting Schedule for 2024.**

Anderson proposes that February 27 is moved to February 20 due to the original date being shared with the Michigan Primary Elections. The board agrees.

Boston proposes that November 26 is moved to November 19 due to the original date being 2 days before Thanksgiving. The board agrees.

Peterson asks if Board Retreat should be listed on this. Beatty answers that the proposed calendar can be approved as it is. Peterson asks if we could table that discussion.

Anderson asks if 3:00 pm will still work for the Special Meeting on April 30. Woolsey suggests 3:30 pm. The board agrees to change the meeting time to 3:30 pm.

**ACTION: AYES 7 - 0**

**Motion passes.**

### **B. Approval of Library Closing Calendar 2024 - 2026**

McNaughton says we may propose a second Staff Day in the future.

**MOTION: By Commissioner Peterson, seconded by Kopec, that the Board of Library Commissioners of the City of Grand Rapids agree to approve the Library Closing Calendar 2024 - 2026.**

Woolsey asks if there has been a discussion of when a second Staff Day would be. Biggins responds that the goal would be 6-months after the original event.

Anderson said she likes that we kept one branch open for the Staff Day in November. Biggins says that only full-time staff worked at the branch to allow for part-time staff to participate in the trainings.

**ACTION: AYES 7 - 0**

**Motion passes.**

**C. Employee Health Care Resolution**

**MOTION: By Commissioner Kopec, seconded by Peterson, that the Board of Library Commissioners of the City of Grand Rapids agree to approve the Employee Health Care Resolution for 2024.**

Woolsey asks when the last time these options were examined. McNaughton answers.

Anderson asks about possible health coverage for part-time staff. McNaughton answers.

**ACTION: AYES 7 - 0**

**Motion passes.**

**9. INFORMATION ITEMS**

**A. Media Index**

No comments.

**B. Staffing Report**

García Mazari asks if the Assistant Director position will be a nation-wide search. McNaughton answers.

Boston asks what the difference between the Assistant Director and Library Director positions are. McNaughton answers. He adds that he and the Executive team are examining the job description with the intention to fill the position with what the organization needs.

Anderson asked about the turnover numbers. Laplow answers and adds that the physical board packet copies at the meeting are corrected.

Boston asks about hiring for the Assistant Director and whether the hiring committee will include people who will be reporting to them. McNaughton answers.

**C. Statistical Report for November 2023**

No comments.

**10. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION**

No comments.

**11. AGENDA ITEMS FOR REGULAR BOARD MEETING: JANUARY 30, 2024**

García Mazari proposes adding Director's Evaluation Staff Feedback Procedures.

**12. PUBLIC COMMENTS**

Oster comments that GRPL provides a space for the History Detectives event and adds that everyone is glad there is a central place for them to meet. Byron adds that it's good publicity for the Library as well.

**13. Adjournment**

**MOTION: By Commissioner García Mazari that the Board of Library Commissioners of the City of Grand Rapids adjourn the meeting.**

**Meeting adjourned at 5:51 pm.**