

## MINUTES

### BOARD OF LIBRARY COMMISSIONERS OF THE CITY OF GRAND RAPIDS

February 3, 2026 | 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, Justine Bryant, Kathryn Dilley,  
Bryan Holt, Kevin Peterson, Lauren Woolsey

Board Members Absent:

Kelly Boston (with notice)

Administration Present:

Robert Adcock, Kirsten Brink, Lindsay Laplow,  
John McNaughton, Jen Vander Heide,  
Katie Zychowski;  
Patrick Beatty

Staff Present:

Megan Biggins, Erin Hart, Prisila VandeHaar

Public Present:

Dan Poortenga, GRPLF;  
Kait Torres-Smith, Method & Craft

#### 2. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON DECEMBER 16, 2025

**MOTION: By Commissioner Bryant, supported by Commissioner Peterson, that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the regular Board meeting of December 16, 2025.**

No comments.

**ACTION: AYES 6 – NAYS 0**

**Motion passes.**

#### 3. BOARD COMMENTS

Woolsey commends staff for making the difficult but necessary decision to close library buildings in January for weather safety.

Anderson thanks the Friends of the Library for the new reusable bags, noting their elegant design.

Peterson thanks GRPL for helping his family ring in the New Year at the Happy Noon Year! celebration. Anderson adds that the Celebrate Lunar New Year event is scheduled for February 14.

## 4. COMMITTEE REPORTS

### a. Legislative

Peterson states that Mayor's Mondays have restarted. He adds that the Michigan Library Association's Advocacy Day tickets will be available this month.

Anderson states that the Board has been contacted by Kent District Library (KDL) Executive Director Lance Werner to look into proposing the Freedom to Read Act on a local level.

### b. Policy

No comments.

### c. Board Retreat

Holt states that the 2026 Board Retreat will be Saturday, April 18 from 1:00 - 3:00 pm. Anderson asks for those with training topic suggestions to contact Holt or Boston.

## 5. STAFF & FOUNDATION REPORTS

### a. Library Director's Report

McNaughton reports that GRPL is finalizing the Strategic Plan and adds that it will be in the February 24 Board Meeting packet for review. He states that work is still being done to assess our physical spaces and to approve a firm to renovate areas of the Main Library. McNaughton adds that work has continued on the Staffing Assessment. He concludes that GRPL is currently working on finding an HR Director.

### b. Financial Report

Adcock states that the first installment of State Aid was added into the FY25 report, making the amount higher for FY25, and subsequently lower for FY26. He comments that he's looking forward to bringing the draft FY27 budget to the February 24 Board Meeting. Anderson clarifies that the Board will receive the draft at the February meeting and that the Board will vote on it at the March meeting.

Woolsey asks about the unemployment line item within the Financial Report. Adcock answers that he doesn't have a definitive explanation yet but will have a finalized number for FY27 by the next meeting. Woolsey asks if other city departments also have an unemployment line item that has changed. Adcock answers that every city department has the unemployment line item and he's looking into it more.

Anderson asks about receiving the first half of the State Aid installment early. Adcock answers we received the money for FY26, it was just applied to FY25 within the system.

**c. Foundation Update**

Poortenga states that Grand Rapids Public Library Foundation (GRPLF) approved all three grant requests for the Summer Reading Challenge, Comic Geek Out, and various summer programs. He adds that the GRPLF Trustees appreciate the work GRPL staff put into grant requests.

**6. OLD BUSINESS**

None.

**7. NEW BUSINESS**

**a. Election of Board Officers**

Dilley nominates Anderson for President and Boston for Vice President.

**MOTION: By Commissioner Dilley, seconded by Woolsey, that the Board of Library Commissioners of the City of Grand Rapids agree to approve Rachel Anderson as the Board President for 2026.**

**ACTION: AYES 5 - NAYS 0 - ABSTAIN 1 (Anderson)**

**Motion passes.**

**MOTION: By Commissioner Dilley, seconded by Peterson, that the Board of Library Commissioners of the City of Grand Rapids agree to approve Kelly Boston as the Board Vice President/Secretary for 2026.**

**ACTION: AYES 6 - 0**

**Motion passes.**

**b. Review of Committee Assignments & Foundation Board Appointment**

Anderson notes corrections to the 2025 committee lists: Holt served on the Policy Committee instead of Woolsey. Dilley and Anderson served as GRPLF representatives.

The Board decides on the same assignments as 2025:

- Legislative Committee: Bryant, Peterson, Woolsey
- Policy Committee: Anderson, Dilley, Holt
- Board Retreat Committee: Boston, Holt
- Foundation Board Appointment: Anderson, Dilley

**c. BoLC Policy Manual Reaffirmation**

**MOTION: By Commissioner Woolsey, supported by Commissioner Peterson, that the Board of Library Commissioners of the City of Grand Rapids reaffirm the Board of Library Commissioners Policy Manual for 2026.**

Dilley requests a new printed copy. Laplow and Brink state that they will provide it. Anderson states that if anyone wants a new copy, to tell Laplow and Brink.

**ACTION: AYES 6 – 0**

**Motion passes.**

**d. Budget Amendment: GRPL Strategic Vision Implementation**

McNaughton introduces Torres-Smith from Method & Craft. Torres-Smith presents on the GRPL Strategic Vision Implementation plan.

Woolsey comments that it seems like a great process and suggests having qualitative as well as quantitative data in the success metrics.

Peterson asks if there will be any follow up coaching or support from Method & Craft after this work is done. Torres-Smith answers that the pivot points are hopefully pervasive, so it should be able to run without additional coaching.

Anderson asks if Method & Craft has been able to talk to staff on all levels. Torres-Smith affirms that has been the case.

Peterson asks how stakeholders will know GRPL is making progress. McNaughton answers that it would be GRPL's responsibility.

**MOTION: By Commissioner Bryant, supported by Commissioner Dilley, that the Board of Library Commissioners of the City of Grand Rapids approve the FY26 budget amendment.**

Anderson states that this seems like a process that has started well and should continue well.

**ACTION: AYES 6 – 0**

**Motion passes.**

## **8. INFORMATION ITEMS**

**a. Media Index**

No comments.

**b. Staffing Report**

No comments.

**c. Attendance Record from Previous Year**

Anderson congratulates Bryant and Woolsey on perfect attendance in 2025.

**d. Voluntary Commitment to Serve, Conflict of Interest, General & Emergency Contact Form**

Anderson welcomes Brink and asks that the Board members provide Brink with the forms.

**e. Statistical Reports for November 2025 and December 2025**

No comments.

**9. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION**

No comments.

**10. AGENDA ITEMS FOR REGULAR BOARD MEETING: FEBRUARY 24, 2026**

- Budget Information Review (E)

Anderson states that any additional agenda items should be sent to her or McNaughton quickly. The Board can expect to see a draft of the Strategic Plan before February's meeting.

**11. PUBLIC COMMENTS**

No comments.

**12. ADJOURNMENT**

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

**Meeting adjourned at 5:50 pm.**