

MINUTES

From the December 11, 2023
Regular Board Meeting

I. Start of Meeting

II. Roll Call

III. Board Members Present: Board Members Absent: Library Staff Present:

Board Members Present: Michele Behr, Jeanne Friedman, Cara Terry, Tom Vance, Donna VanderVries and Linda Whitlock

Board Members Absent: Ken Baker (excused)

Library Staff Present: Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Abby Pylar, Steve Rossio, Colin Whitehurst, and Laura Wright

Library Staff Absent: Doran Lefaive

IV. Comments or Requests from the Public, Board Members, or Library Staff

Library Board Chair Tom Vance welcomed everyone to the December 11, 2023 Library Board Meeting. He asked if anyone present or online had any comments and there were none.

V. Adoption of the Agenda for the Regular Meeting of December 11, 2023

Library Board Chair Vance asked if there were any changes to the agenda before its adoption and there were none. Vance asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Whitlock that the Library Board adopt the agenda for the regular meeting of December 11, 2023. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the December 11, 2023 board meeting before its adoption and Trustee VanderVries requested the removal of Item F - MLA Advocacy.

- A. Minutes of the regular meeting held on October 23, 2023.
- B. October and November 2023 Narrative.
- C. Financial Condition for October and November 2023.
- D. Statistical Report for October and November 2023.
- E. January 2023 Program Calendar.
- F. MLA Advocacy.
- G. Review Bulletin Board Policy.
- H. Review Public Comment Policy.
- I. Review FOIA Policy.

MOTION: It was moved by Trustee Behr and supported by Trustee VanderVries that the Library Board approve the consent agenda for the regular meeting of December 11, 2023. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

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Item F – Trustee VanderVries wanted the Library Board and staff to be aware of an anti property tax group (AxMITax) that has plans to circulate petitions for a 2024 ballot proposal to eliminate all property taxes in Michigan. The elimination of this revenue would greatly cut funding for State, County, City, schools, library, and other public government services.

MOTION: It was moved by Trustee Behr and supported by Trustee Friedman that the Library Board approve Item F - MLA Advocay Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried

VII. Heritage Room Presentation by Local Historian Steve Rossio

Local Historian Steve Rossio thanked trustees for the opportunity to share the cumulation of a three year project he has been working on with local history teachers. In the past, teachers had the opportunity to bring in World War II veterans to talk about their first-hand experiences. Unfortunately, with the passing of time, World War II veterans still living are in their 90's or older.

Rossio recalled that one of the things that drew him into history was going through his grandparents cedar chest and having the ability to hold history in his hands. In the absence of first hand accounts, Rossio decided to create a physical collection of World War II items. The criteria developed for the items to go in an original footlocker used by GI's in WWII was that everything had to be original to WW2, universal representation including all branches of service, as well as items that reflected the home front, women, and minorities. He also wanted to make sure what he created could grow or be adjusted. The trunk contains artifacts which each have their own information card as well as a teacher's guide. Portage and Schoolcraft teachers can call Local Historian Steve Rossio to request to use it. Teachers have also expressed an interest in trunks to represent other historical events.

VIII. Governance

A. Adoption of Schedule of Library Board Meetings for 2024

The library board had a discussion about the March 2024 meeting being moved a week earlier because of Spring Break. They also understood that the May 2024 meeting would also need to be scheduled a week earlier due to the Memorial Day holiday.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Terry to approve the 2024 schedule of Library Board Meetings as presented. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

B. Appointment of Nominating Committee Chair to survey trustees' interest in Board offices in 2024.

Board Chair Vance said he would entertain a volunteer for a nominating committee chair for 2024. Trustees Behr volunteered and was appointed. Vance said that the Board Officers included chair and vice chair, and the committees (which will be appointed by the Board Chair) included personnel (2) and Friends liaison (1).

DISPOSITION: The Library Board accepted Trustee Behr as the Nominating Committee Chair to survey trustees' interest in Board offices in 2024.

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IX. Library Director's Reports

A. Final remarks by Library Director for the December 11, 2023 Library Board Meeting.

Library Director Klien said she wanted trustees to be aware that our library app is currently down. The companies that provided the service shut down the app without notice. We have been working with Communico for our new events calendar. They have an app that we have decided to move forward with. Marketing Manager Colin Whitehurst, Digital User Experience Coordinator Jill Austin, and Systems Administrator Rolfe Behrje were thanked for getting information together for the app transition quickly.

Klien prepared the Board for a January 2024 discussion about the virtual component of the Library Board Meetings. Currently, Kalamazoo Public Library Board and Portage City Council allow online public comment. Portage Public School Board has a different process – public comments must be made in person.

Klien said that in the past it was recommended by the library attorney to consider continuing virtual option for attending and viewing monthly meetings, but no online public comments. Klien said she would confirm with library attorney that this is still her position and bring it back for a vote next month.

Klien said library staff will be bringing the Room Rental price adjustment recommendations to the Board in January 2024.

X. Library Personnel

A. Personnel Committee's recommendation for Library Director's compensation in 2024 and Renewal of Library Director 3 Year Contract. (Vote) Pg.61

Board Chair Vance said the Personnel Committee met on December 2nd. This year's committee included Trustee Jeanne Friedman and Trustee Donna VanderVries. Vance said that when the evaluations were reviewed, all seven trustees gave an outstanding of review of Library Director Christy Klien. The Personnel Committee made their decision based on the unanimous positive feedback from all trustees. They recommend a Library Director Salary increase of 3% and a bonus of \$1,500. They would also like to renew Klien's three year contract to five years. Trustee Friedman said she hoped this gives Klien an idea of how much the Board appreciates you and has confidence in your leadership and ability.

MOTION: It was moved by Trustee Terry and supported by Trustee Whitlock that the Library Board approve the recommendation from the Personnel Committee of a Library Director Salary increase of 3%, a \$1,500 bonus, and a 5 year contract renewal. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

B. 2023 Year End Discussion Regarding Library Staff Performance Recognition. (Vote)

Library Director Klien began the discussion with trustees about Library Staff Performance Recognition. She said that everything trustees commented about her for her evaluation and the success of the library comes from the staff who are the backbone of the library. She recommended that Board approve performance bonus in an amount not to exceed \$40,000. Trustees acknowledged the library staff's hard work and performance this year. They agreed the library should issue performance bonuses in recognition of the staff's work toward the library's strategic goals and general library service.

MOTION: It was moved by Trustee Behr and supported by Trustee Friedman that the Library

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Board approve a lump sum not to exceed \$40,000 for Library Director Klien to distribute to staff for end of the year performance recognition. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

XI. Process Evaluation

A. Suggestions for Agenda Items to be included on the January 22, 2024 Board Meeting

1. Minutes of the Regular Meeting of December 11, 2023.
2. Review of Community Meeting Room Policy.
3. Review of Library Privacy & Search Warrant Policy.
4. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2024 Budget to Offset Unpaid Encumbrances.
5. Approval of Budget Amendment Request to Adjust Reserve Accounts as Required.
6. Election of Library Board Officers for 2024 & Appointment of Library Board Personnel Committee, Board Liaison to the Friends of the Library, and Library Board Secretary for 2024.
7. Annual signing of "Conflict of Interest" Statements by trustees.
8. Discussion about guests to be invited to Library Board meetings in 2024.
9. Endorsement of Library Director's Personal Goals for 2024.
10. 4th Quarter Financial Report for Fiscal Year 2023 & Comments on Year-End Results.
11. 4th Quarter Strategic Plan Statistics
12. Monitoring Report on Executive Limitation: Global Executive Constraint.
13. Discussion About Continuation of Hybrid Board Meetings

B. Comments from public, board, and staff.

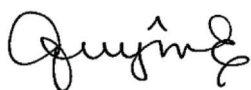
- Friends of the Library Liaison Cara Terry said the Friends had a busy start to December. On Thursday, they started set-up, on Friday they held the members-only sale, on Saturday they had a public sale, and on Sunday they had a bag sale to clear more inventory for the end of the year. They made \$4,400 in December. Terry also noted that the Checkout Desk takes in about \$1,000/month in the continuous sale shelf.
- Assistant to the Director Quyen Edwards said that the PDL Seed Library has been stocked with almost 50 varieties of native plant seeds that are free and available to the community for planting.
- Library Director Klien mentioned a recent article in the Western Michigan University magazine about current student Nadia Famiano who is now a published children's book author. Her book, "Julie Loves to Dance", is dedicated to our own staff member Quyen Edwards who used to work in the Youth Department as a Youth Services Librarian and inspired her to keep writing!
- Trustee Whitlock commented that the October/November narrative is impressive!
- Board Chair Vance concluded that the Library Board is really proud and grateful for the staff and all their hard work this year.

XII. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of December 11, 2023.

DISPOSITION: The regular board meeting of December 11, 2023 was adjourned at 6:45 PM.

Recorded and Transcribed by,



Quyen Edwards
Library Board Secretary