

MINUTES

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

June 25, 2024 | 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, Kristin Kopec, Lauren Woolsey
- Board Members Absent: Sheila García Mazari (with notice), Kevin Peterson (with notice)
- Administration Present: Robert Adcock, Lindsay Laplow, John McNaughton, Patrick Beatty
- Staff Present: Megan Biggins, Natalie Drew, Tim Gloege, Rebecca Near, Ann Neff-Rohs, Katie Zychowski
- Public Present: Brandee Ritsema, Theo Scheer, GR Documents/Rapidian; Steven Assarian, GREIU; Jax Johnson, Lester Smits

2. APPROVAL OF MINUTES OF THE SPECIAL AND REGULAR BOARD MEETINGS ON APRIL 30, 2024

MOTION: By Commissioner Woolsey, supported by Commissioner Kopec, that the Board of Library Commissioners of the City of Grand Rapids approve the minutes of the special and regular board meetings of April 30, 2024.

Kopec comments on Item 2 of the special meeting minutes. She clarifies that she asked if there was an annual step increase and also whether there were cost of living adjustments. Laplow says that she will edit this.

ACTION: AYES 7 – 0

Motion passed.

3. BOARD COMMENTS

Anderson reads García Mazari’s comments in her absence: García Mazari had the chance to attend the recent Author Talk with Emily St. John Mandel and says that it went smoothly. She adds that she visited the West Leonard Branch with her niece and nephew and they all had a great time. She also attended the new Creston Farmers Market and noted seeing many GRPL bags.

Woolsey comments that she commends staff for making adjustments during the Emily St. John Mandel Author Talk. She says that it ran very smoothly. Biggins adds that she was supposed to facilitate this event and was sick. Woolsey also comments that she attended the sci-fi book club and said it was a great experience. She adds that she also attended the Dyers-Ives event and it was lovely.

Boston comments that she attended the Grand Rapids Asian Pacific Festival and Pride Festival. She adds that her wife commented to her that she is very pleased with the new forward-facing displays in the children's section.

Anderson thanked Librarian Nic Coppernoll for helping sign her up for the Summer Reading Challenge. McNaughton adds that we have almost broken last year's sign-up record. Biggins adds that we have almost 6,000 sign ups so far.

4. COMMITTEE REPORTS

a. Legislative

No comments.

b. Policy

Woolsey comments that this committee has Item 7b on agenda.

c. Board Retreat

No comments.

5. STAFF & FOUNDATION REPORTS

A. Library Director's Report

McNaughton comments that the Grand Rapids Children's Museum is doing a feasibility study for the STEAM project. They have met with the City Manager and will be meeting with a smaller committee of City Commissioners in the next couple of weeks. Boston asks about the suspension of some City services until after the election in November and asks if this will also impact the STEAM project. McNaughton answers that he is not sure.

McNaughton introduces Library Analyst Rebecca Near and Platform Administrator Tim Gloege to talk about their work at GRPL. Gloege and Near explain their roles and present the Data & Platform Services Department. Boston thanks them and calls them unsung heroes for supporting every department. She adds that it makes her happy to know that the organization is communicating more wholly and seems less siloed.

McNaughton comments that Facilities Manager Ken Dahlman will be retiring on July 1 after being at the library for 18 years. He adds that David Sturgeon is his replacement and has been working out great so far. July 1 is Ken Dahlman's retirement party and Laplow will send the party information to the board members.

Anderson asks about the Deputy Director position. McNaughton answers that we have two final candidates and the second interviews are scheduled for the second week of July. We will likely have a decision made by the July regular meeting.

B. Financial Report

Adcock comments that we're wrapping up FY24 this week and FY25 starts next week.

Kopec asks about the \$1.5 million extra and asks if that will go into reserves for next year. Adcock answers that is due to revenues being more than expected and it will go into reserves.

Kopec asks about being over budget for overtime and asks if staff are being overworked. McNaughton answers that staff aren't being overworked.

Boston asks how the parking rate increases have worked out so far. Adcock answers that it seems like it's working well and that he believes all of the changes we've made thus far have been successful. He adds that on Saturday during the Pride Festival, our parking lot wasn't full despite the festival taking place near the library and the rest of the City streets being full of parked cars.

C. Foundation Update

No comments.

6. OLD BUSINESS

None.

7. NEW BUSINESS

A. FY25 Michigan Arts and Culture Council Grant Application

Anderson comments that there is a correction to the information within the memo. She explains that the amount requested this year will be \$20,000 instead of \$30,000.

MOTION: By Commissioner Woolsey, supported by Commissioner Boston, that the Board of Library Commissioners of the City of Grand Rapids approve for the Grand Rapids Public Library Foundation (GRPLF) to submit the Michigan Arts and Culture Council (MACC) grant application for FY25, as amended.

No comments.

ACTION: AYES 7 – 0

Motion passed.

B. Photography and Video Policy 60-3

Woolsey explains that this policy came from staff and is formalizing a lot of what is already in practice. Director of Marketing and Communications Katie Zychowski explains how it will be implemented. She explains that it is what we have been practicing for a number of years and will largely impact the Communications Department and Communications Assistant Hailey Jansson. She adds that this will allow Jansson to take photographs at events. She concludes that patrons will have the ability to opt out of being photographed and explains some of the procedure.

Anderson asks how the fourth bullet point within the Guidelines for the Public section will be implemented. Zychowski answers that we haven't yet experienced this, but this will be handled on a case-by-case basis and if the request is made, we'd like to honor it.

Boston asks about the second paragraph in the policy regarding using full names. Zychowski explains that personally identifying information like name tags will be removed from photos. She adds that the Communications Department never identifies or indicates who the person is in a photograph. Boston asks if the wording should be changed to "names" instead of "full names." Zychowski answers yes.

MOTION: By Commissioner Kopec, supported by Commissioner Boston, that the Board of Library Commissioners of the City of Grand Rapids approve the new Photography and Video Policy 60-3, as amended.

Woolsey comments that she will amend the policy to remove the word "full" in the second paragraph. She also explains that Policy 60-3 is a new policy. She adds that if a staff member is uncomfortable with being photographed, we have Policy 60-1 that can be referenced as well.

ACTION: AYES 7 – 0

Motion passed.

8. INFORMATION ITEMS

A. Media Index

No comments.

B. Staffing Report

Woolsey congratulates Library Page Katie Visner for 30 years of service.

C. Statistical Report for April and May 2024

No comments.

9. GRAND RAPIDS EMPLOYEES INDEPENDENT UNION

No comments.

10. AGENDA ITEMS FOR REGULAR BOARD MEETING: JULY 30, 2024

Anderson asks for any agenda item requests to be given to her or McNaughton by mid-July.

Anderson comments that the MLA conference is in October. Neff-Rohs adds that registration for the conference is now open.

11. PUBLIC COMMENTS

Lester Smits comments that he is a regular patron of the West Leonard branch and has lots of good experiences there. He explains an incident that occurred about 2 weeks ago where he was using the computers to buy and sell toy guns. He explains that 3 Grand Rapids police officers and the branch manager approached him and explained that if there is a weapon in the library, GRPL calls the police. Smits concludes that officers have better things to do and hopes that policy is amended.

Jax Johnson comments that they were very excited to see GRPL at the Pride Festival last week.

12. ADJOURNMENT

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

Meeting adjourned at 6:01 pm.