HERRICK DISTRICT LIBRARY BOARD MINUTES
BUDGET HEARING
Holland, Michigan
May 30, 2019

Members
Present
Kleinheksel, Barry, Dewey, Petzak, VanAllsburg

Member
Absent
Gurumurthy, Kool, Marroquin

Staff
Director Kooiker, Assistant Director Cook, Circulation Manager Betcher, North Branch Manager Carpenter, Collection & Digital Resources Manager Perkins

2018-41 Called to Order

Following a unanimous roll call vote, the public hearing was called to order at 4:02 p.m.

2018-42 Public Comments

There were no public comments.

2018-43 Adjournment

Upon a motion by Dewey, 2nd by VanAllsburg, the annual budget hearing was adjourned at 4:02 p.m.

HERRICK DISTRICT LIBRARY BOARD MINUTES
REGULAR MEETING
Holland, Michigan
May 30, 2019

Members
Present
Kleinheksel, Barry, Dewey, Gurumurthy, Marroquin, Petzak, VanAllsburg

Member
Absent
Kool

Staff
Director Kooiker, Assistant Director Cook, Circulation Manager Betcher, North Branch Manager Carpenter, Collection & Digital Resources Manager Perkins

2019-44 Approval of Agenda

Upon motion by Dewey, 2nd by VanAllsburg, the agenda was approved at 4:03 p.m.

2019-45 Consent Agenda
Upon a motion by Barry, 2nd by Dewey, the consent agenda items were approved.

2019-46 **Budget Performance Report**

Assistant Director Cook presented reports on the budget through April 30, 2019.

2019-47 **DIRECTOR’S REPORT: May 2019**

1. Staffing: Our two summer pages, Will Anderson and Taylor Gort, have been hired and will be starting soon. Staff member Lydia Vriesema is on maternity leave and Dianne Glupker is filling in for her on temporary assignment. North Side Youth Librarian Jenny Savage-Dura has accepted a position at the Kent District Library, and we are currently looking to fill that vacant position. We also have Annaka Koster, an intern from University of Michigan, working with us for the summer to gain experience in a public library setting.

2. Naturalization Ceremonies: Naturalization ceremonies were held on Thursday, May 16, 2019 and went well with the help of our staff and many volunteers. We will not be doing ceremonies in June or July but may do some in August and/or September.

3. Oz Update: The yellow brick road is here! Much of the landscaping on the north side of the building has been removed and the new landscaping has started. The plan is to plant next week, and the sculptures are on track for an August installation.

4. Parking Lots: Both the main library parking lot and the staff lot were seal coated on Memorial Day weekend. This was done at the recommendation of paving professionals to prolong the life of the asphalt lots.

5. We have hired Soils and Structures company to assess the main library building and help us prioritize improvements that need to be made for the integrity of the building. They are looking at the roof, the staff parking lot, leaky atrium windows, stucco in the HVAC penthouse roof area and concrete wall and bridge by the main entry. Their recommendations should be submitted by June 30.

6. Furniture: We have ordered furniture and moveable walls for the main floor study rooms and these will be installed by June 30. This will allow us to have four more study rooms available for patron use. These will be installed in the south area of the main floor.

7. Create Lab: We have ordered some basic furnishings and technology for the Create Lab. Kylen Blom is working on designing programming which will prototype in July and August and start on a regular basis in September.

8. Herrick Fest: Is June 8, 2019 from 10:00 to 2:00 pm, rain or shine, and is a great time to meet the community. One of the things that we heard when we did our Harwood conversations was that people want opportunities and festivals to facilitate meeting each other. This day meets that community aspiration and is a great community builder. Both library buildings will be closed so the staff can be assisting with the festival. Please join if you are able.

2019-48 **President’s and Trustee Reports**

President Kleinheksel reported that Director Kooiker and trustees Kleinheksel and Gurumurthy visited the Holland Township board meeting last week. Trustees Barry and VanAllsburg reported that they were reappointed as Park Township board members for another 4-year term. VanAllsburg reported that her appointment letter requests a bi-annual report to the township by one of the Park Township board representatives.

2019-49 **Committee Reports**
Building Committee next meeting was moved to 3:00 p.m. on June 10 to allow the committee to meet with the architects for the North Branch expansion project; Finance Committee met May 2, 2019, next meeting is on August 8, 2019; Policy/Personnel next meeting is July 11, 2019.

2019-50  
**Page Wage Schedule**

Upon a motion by Dewey, 2nd by Marroquin, a motion passed to adjust the wage schedule for the page position to start at $11.00 per hour and include a fifth step in the pay range effective July 1, with the page position exempt from any cost-of-living increases the board may decide to offer in the next year.

2019-51  
**FY 2019-2020 Annual Budget**

Upon a motion by Barry, 2nd by Gurumurthy, a motion passed to approve the FY2020 annual budget as presented.

2019-52  
**North Branch Expansion Contract**

Upon a motion by Petzak, 2nd by Marroquin, a motion passed to approve the contract for Fishbeck, Thompson, Carr and Huber for architectural services for the North Branch expansion project.

2019-53  
**LSTA Grant**

Upon a motion by Dewey, 2nd by Petzak, a motion passed to approve HDL to apply for a grant requesting funds for the nine libraries in Ottawa County for the purchase of WIFI hotspots for circulation at each of the nine libraries.

2019-54  
**Gifts**

Upon a motion by Dewey, 2nd by Gurumurthy, a motion passed to accept with thanks the gifts given to the library the previous month.

2019-54  
**Adjournment**

Upon a motion by VanAllsburg, the meeting was adjourned at 4:57 p.m.

Submitted by Sara DeVries, Community Relations Manager, Board Clerk