2019-27 **Approval of Agenda**

Upon motion by Dewey, 2nd by Barry, the agenda was approved at 4:10 p.m.

2019-28 **Consent Agenda**

Upon a motion by Dewey, 2nd by Marroquin, the consent agenda items were approved.

2019-29 **Budget Performance Report**

Assistant Director Cook presented reports on the budget through March 31, 2019.

2019-30 **Friends of the Library Report**

DeVries reported that the annual book sale will take place Friday, July 19 – Monday, July 22

2019-31 **DIRECTOR’S REPORT: April 2019**

1. **Staffing:** We are pleased to have Kylen Blom join our staff as the Create Lab Coordinator. Kylen started earlier this month and has started working on the plan for the create lab. Here are some first thoughts:

   **Project Background and Description**
   As identified in the Herrick District Library’s mission statement and reiterated in the Community Aspirations report, the library has taken steps to instate a new initiative that provides access to digital workshops, digital creation technology, and expert community members to assist in the lifelong education of patrons.

   **Project Scope**
   The lab will focus on transitioning patrons from all backgrounds from media consumers to media producers. Activities can be grouped into 3 main areas:

   **1. Educational Workshops.** Patrons will be offered scheduled ala carte classes that cover a wide range of digital subject matter including, but not limited to:
   
   i. Social Media
   ii. Basic website creation
   iii. E-commerce web development
v. Solid Works 3D design software or comparable software
vi. E-mail Marketing
vii. Web Tools (Project Management Software, Invoicing, Chrome extensions, and messaging)
viii. Podcasting
ix. Entrepreneurial Workshops

2. Real-time Collaboration. The lab will be a space for individual patrons to connect with other community members interested in similar initiatives as they work through larger projects. These groups will meet regularly over a defined period to develop new skills and ideas.
   i. Digital Brand Development
   ii. Pre-startup Cohorts
   iii. Digital Story Writing Groups

3. Open Lab. As patrons become more comfortable using the technology and skills learned in the lab, open lab hours will provide continued access to the technology under the supervision of a trained library staff member.
   i. One-on-One Appointments
   ii. Conversion Station
   iii. Work Space for relevant projects
   iv. Small Group Meetups
   v. Access to Laptops

2. Naturalization Ceremonies: Our second round of Naturalization Ceremonies was held on April 19, with 65 new citizens at each ceremony. With 65 the auditorium was full but manageable. The next ceremonies are on Thursday, May 16, 2019. These ceremonies are open to the public and I encourage all of you to attend as well.

3. Fines free update: One of the ways we talked about measuring the effectiveness of our fines free for children was to look at the physical circulation of those items. First, we need to understand the overall trend of our physical circulation both at HN and HO.

   a. FY 15
   b. FY 16 -8.51%
   c. FY 17 -5.53%
   d. FY 18 -2.93%

   Now looking at monthly circ for Jan – March and only for those materials that are fines free as of January 7, 2019: We will continue to look at these statistics as we move forward and look for even more positive results in coming months.

<table>
<thead>
<tr>
<th>Month</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>Change 18/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>27,677</td>
<td>28,137</td>
<td>26,900</td>
<td>-4.40%</td>
</tr>
<tr>
<td>February</td>
<td>26,821</td>
<td>26,841</td>
<td>27,594</td>
<td>2.81%</td>
</tr>
<tr>
<td>March</td>
<td>31,592</td>
<td>31,813</td>
<td>32,248</td>
<td>1.37%</td>
</tr>
</tbody>
</table>

4. Jenny Savage-Dura and Rob Carpenter from North Side Branch have written and received an LSTA mini grant from the Library of Michigan to purchase books for the meet up and eat up site on the North Side. The books will be discussed at the Meet up and Eat Up site and are intended to reach kids who might not have access to our library buildings.

5. We are also in the process of applying for a grant from the Community Foundation for assistance with the create lab startup. More will be coming on this soon.

6. Bibliocommons Card Catalog: Our new card catalog using Bibliocommons has officially launched. Below is a sign that we have placed on our Catalog computers to help our patrons understand how to use the new catalog. The new catalog is very user friendly and intuitive. It will allow our patrons to see all the formats of a title in one record, facilitate placing holds and downloading materials. This new catalog is also on our web page.
2019-32 **President's and Trustee Reports**

President Kleinheksel reminded the three board members with terms expiring that they should contact their municipalities if they are interested in continuing to serve on the board.

2019-33 **Committee Reports**

Building Committee next meeting is June 13, 2019; Finance Committee meeting scheduled for May 2, 2019; Policy/Personnel met on April 11, 2019, next meeting is July 11, 2019.

2019-34 **Resolution calling for the Public Hearing of the FY 2019-2020 Annual Budget**

Upon a motion by Dewey, 2nd by VanAllsburg, a motion passed to call for the public hearing of the 2019-2020 annual budget to take place at 4:00 p.m. on Thursday, May 30, 2019.

2019-35 **Use of Auditorium for Holland Garden Club Tulip Time Show**

Upon a motion by Dewey, 2nd by VanAllsburg, a motion passed to allow the Holland Garden Club use of the auditorium for an extended period for the Tulip Time Flower Show now and in future years as needed.

2019-36 **FOIA Policy**

Upon a motion by Dewey, 2nd by VanAllsburg, a motion passed to adopt the revised FOIA policy as recommended reflecting updates pursuant to changes to the FOIA law.

2019-37 **Budget Amendments**

Upon a motion by Dewey, 2nd by Marroquin, a motion passed to amend the budget as requested in order to adjust for expenditures that were over or under the anticipated amount, following an explanation of the reason for each requested amendment.

2019-38 **Gifts**

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

2019-39 **Adjournment**

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

Submitted by Sara DeVries, Community Relations Manager, Board Clerk