HERRICK DISTRICT LIBRARY BOARD MINUTES
REGULAR MEETING

Holland, Michigan
August 29, 2019

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

Member
Absent

Staff
Director Kooiker, Assistant Director Cook, Public Services Manager Bectcher, North Branch
Manager Carpenter, Collection and Digital Resources Manager Perkins

2019-75 Approval of Agenda

Upon motion by Kool, 2nd by Dewey, the agenda was approved at 4:00 p.m.

2019-76 Consent Agenda

Upon a motion by Petzak, 2nd by Kool, the consent agenda items were approved.

2019-77 Budget Performance Report

Assistant Director Cook presented reports on the budget through July 32, 2019.

2019-78 Citizen’s Comments

Spoke on information from the Libraries’ Guide to the 2020 Census and requested the library’s help recruiting temporary employees for the U.S. Census.

2019-79 Friends of the Library Report

Director Kooiker shared information about the recent donation of $30,000 from the Friends group. Community Relations Manager DeVries shared the date of this year’s annual appreciation dinner, which will take place Friday, November 1.

2019-80 DIRECTOR’S REPORT: August 2019

1. Staffing: Library pages Lynn Putnam and Dorothy Pitts have been hired and have started their work here at the main library.

2. Oz Update: Most of the bronze sculptures are scheduled for installation on Friday, August 30 and installation will take most of the day. Following installation will come remaining plantings, mulching, benches, signage and engraved bricks. The ribbon cutting will be at the end of September and more information will be coming on that.
3. Grant: The library is the recipient of a two-year LSTA Grant that all of the Ottawa County library directors worked on for wi-fi hotspots to be circulated out of every library in Ottawa County. We are the administrators of that grant and I will be attending a training for grant administrators in the next few weeks.

4. Café Lighting: Our upgrade to the café lighting has been in the works this week and will likely be done by the time you attend this board meeting.

5. Naturalization Ceremonies: We held two naturalization ceremonies on August 22 at 10:00 and 1:30, with the next day for ceremonies being September 19, 2019 at 10:00 and 1:30. Please attend if you have not yet had a chance to do so – these are very moving ceremonies.

6. North Branch Building Committee: The Building committee has been meeting frequently. Thanks to those on the committee for all the extra hours. Prein and Newhof have completed the site survey, the hazardous materials investigation has also been finished with no hazardous material found and we toured a few different libraries. In today’s board packet there is a recommendation for a Construction Manager.

7. Thanks: I wanted to call special attention to the Library Friends group. This month we received a check for $30,000 from the friends and those dollars are hard earned. The friends are here every day sorting through donations, cleaning, pricing and displaying and selling books and they save many for their annual book sale. These funds support the library in many ways including funding some of our programming, our books for the new parents at the Holland Hospital and our collections. A special and heartfelt “Thank You” to the Friends for their work, giving spirit and support.

8. Director Kooiker shared information at the table about a current project to reorganize the genealogy section and make information easier to find.

9. Director Kooiker shared information at the table about a new lending model McMillan Publishers is putting into place, that will only allow libraries to purchase one copy of a new release eBook until that book has been on the market for eight weeks. Consortia are treated as one library, so our current Overdrive consortium of 26 libraries will only have one copy of new releases.

10. Director Kooiker shared information at the table about privacy concerns that impact libraries using LinkedIn Learning, a digital learning resource which will replace Lynda.com by the end of this year.

**2019-81 Committee Reports**

Building Committee met on August 26 with the next regularly scheduled meeting to take place September 12, 2019; Finance Committee met August 8, 2019, next meeting is on November 14, 2019; Policy/Personnel next meeting is October 10, 2019 at 4:00 pm.

**2019-82 Budget Amendment**

Upon a motion by Dewey, 2nd by VanAllsburg, a motion passed to approve the 4F01 budget for renovation and construction of the North Side Branch in the amount of $4,000,000.00.
2019-83  **MCACA Grant Application Approval**

Upon a motion by Kool, 2nd by Marroquin, a motion passed to approve the application for the MCACA grant for the Oz Players Project, featuring reader’s theatre performances based on books by L. Frank Baum, which would be performed at Herrick District Library.

2019-84  **North Branch Construction Manager Recommendation**

Upon a motion by Kool, 2nd by VanAllsburg, a motion passed to hire GDK as the Construction Manager for the North Branch expansion project for the fee of $95,000 plus reimbursable expenses.

2019-85  **AC Condensing Unit Replacement**

Upon a motion by Dewey, 2nd by Barry, a motion passed to close the Main Library while a rooftop air conditioning unit is replaced on Tuesday, October 29 from 9:00 a.m. to 1:00 p.m., or until the library is safe to open.

2019-86  **Gifts**

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

2019-87  **Adjournment**

Upon a motion by VanAllsburg, the meeting was adjourned at 4:51 p.m.

Submitted by Sara DeVries, Community Relations Manager, Board Clerk