

**HERRICK DISTRICT LIBRARY BOARD MINUTES - Corrected
JANUARY (VIRTUAL MEETING)**

Holland, Michigan
January 28, 2021

Members

Present

Kleinheksel – remote from Holland Township, MI; Barry – remote from Park Township, MI; Becker – remote from Holland Township, MI; Dewey – remote from Laketown Township, MI; Kool – remote from Laketown Township, MI; Petzak – remote from city of Holland, MI ; VanAllsburg – remote from Key West, FL

**Member
Absent**

Marroquin

Staff

Director Kooiker, Assistant Director Cook, IT Manager Sneathen, North Branch Manager Carpenter, Collection & Digital Resources Manager Ginman, Web Development Librarian Ferguson, IT Assistant Hammelman

2021-01

Approval of Agenda

Upon motion by Kool, 2nd by VanAllsburg, the agenda was approved at 4:06 p.m.

2021-02

Consent Agenda

Upon motion by Becker, 2nd by Kool, the consent agenda items were approved, including minutes from the December 2020 meeting.

2021-03

Citizen's Comments

Lucy Davis made remote comment from the City of Holland, MI. Davis mentioned that her comments represent those of the Facebook group "Herrick Library Anti-Racism Advocates". Davis made a request that the library consider implementing bi-lingual signage in English and Spanish. Davis also asked the board the following questions:

- How does change happen? Does the board instruct the director?
- How is the budget decided?
- When is the anti-racism training for staff going to be provided and how can Davis find out more about that training?
- Is it possible to record board meetings?
- Davis inquired about the 44% number that was mentioned by Assistant Director Cook in the budget report portion of the consent agenda, as Davis missed that part of the conversation

2021-04

DIRECTOR'S REPORT: January 2021

1. Staffing: This month we welcome Jacqueline Villareal to our staff. She has joined as a page in the public services department.
2. Covid Updates: We have not had any further COVID cases among staff members, but some staff have had quarantine due to potential exposure from outside of the library. We are continuing to utilize remote working for staff when feasible and continue to use best practices for COVID mitigation. There is an ongoing discussion about the quarantine of items and the duration of that

quarantine. Kent District Library is no longer quarantining returned items, and the rest of Lakeland is quarantining all items for 72 hours. As we learn more about the virus, 72 hours is probably an overabundance of caution, but that does not seem too out of place right now.

3. COVID Vaccines: Vaccine eligibility for library workers is currently 1c. Based on MLA advocacy requests, I have sent letters to the Governor and MDHHS asking them to make public and academic library workers eligible for the COVID-19 Vaccine in Phase 1b.
4. Curbside Service: The North Branch started curbside service on January 18 and patrons are now able to return items in the exterior book return. The word is getting out and last week we served over 100 cars curbside at the North Branch. On Monday of this week we served 49 cars. Staff is experimenting with the new flow of work and this will be even more evident as we open to 'grab and go' service on February 1. The main library moved to the 'grab and go' phase on January 18 and has reopened full days Monday through Friday and half day on Saturdays. People seem pleased to browse, select and check out their own materials. We are continuing to offer curbside service as well as "grab and go" service.
5. North Branch – this week the window shades have been installed, the maintenance department has been working on plexiglass partitions, security gates are installed and will have some replacement furniture installed. We are still waiting on a few pieces of back ordered furniture which should be coming in the next few weeks. Interior signage is being installed this week as well. The North Branch has all bi-lingual signage and a multi-lingual welcome sign. Thanks to graphic designer Karen Sanchez for her translation work helping us with this 6-month project.
6. The Herrick Library worked with the Community Foundation of Holland Zeeland, the Community Action House and Lighthouse Immigrant Advocates to provide a place and assistance for Employee Assistance Grants. These Grants were designed to provide support to employees impacted by the MDHHS Gathering and Face Mask order that took effect on November 18, 2020. The grant application period was limited to 10 days. We provided the computers and the place, and Community Action House and Lighthouse Immigrant Advocates provided assistance to those applying for these grants. This was a very quick response and appreciated by the impacted community. Thanks to all community collaborators for helping make this happen.
7. The Library Journal and School Library Journal are offering a virtual "Program for Building Diverse Collections." This three day course will be a deep dive into collection development and as we continue to learn and grow in areas of Diversity, our Collection and Digital Resources Manager and the two collection development librarians and a few others from various departments will be taking this course with the goal of making diversity and inclusion natural parts of collection management.
8. Another upcoming educational session is 'Social Services Strategies and Tips.' Mary Cook, as a member of the Lakeland Continuing Education Committee is hosting this presentation by Tiffany Russell, a Social Worker in the Niles Public Library. As we consider reopening for more complete service, we want to consider new ways of thinking about our former security position. We are considering potentially partnering with an organization like Community Action House or other nonprofit organizations who may be able to work with us to provide some trained social services assistance here at the library. This idea was floated to the Policy and Personnel committee and we would like to explore this option further as we start to develop the budget for the next fiscal year. I would invite your input on the idea.
9. Take and Makes: I asked Molly Rios, Manager of the Children and Teen Departments to share how her team is using "take and makes:"

"The purpose of HDL's Take and Makes and Early Literacy Kits is to give patrons and staff an opportunity to connect, discover, and create. Take & Makes provide more patrons an opportunity for participation in programs and hands-on experiences in the comfort of their own homes when we are still not able to provide in-person library events. **0-5 Early Literacy Kits** allow caregivers of young children a chance to get age-appropriate books, materials, and tips to help their little ones continue to gain skills that are important for literacy development. We know that kids need hands-on learning opportunities, and we are happy to be able to provide this to our patrons even when they are unable to attend in-person library events. Each kit has instructions in English and Spanish and is linked to a digital gallery with supplemental materials, including book lists from our catalog and links to related content. **School Age:** Currently we have a 2-5th grade Dog Man Fandom Take & Make The purpose of the Dog Man Take & Make is to highlight the singular most popular book series in children's literature and attract new readers. This take and make will also build parent's appreciation for the comic book format and for the sophisticated vocabulary that is often overlooked. 103 of 100 registrations have been filled. We are currently starting and will be filling a wait list. **Twins/teens:** With the loss of community and connection for teens during the pandemic, the library had a unique opportunity to think outside

the box and reach out to teens through Take and Make/online programming. Teen Take and Makes have been a popular opportunity for teens to learn and create, while also connecting them back to their community and library and have provided a sense of accomplishment as they learn a new skill set, which empowers teens in a creative new way. Currently we have a tween/teen Baby Yoda Take & Make that exceeded the original 25 slot capacity. 38 teens signed up for the program.”

10. Sara DeVries is looking for some input on the potential celebration of 25 years of HDL in 2022. Here are some of her thoughts:

How big do we want to make our celebration of 25 Years of HDL? What components should our celebration include? We would appreciate the board's guidance to help us prepare for and set a budget for the celebration to come. Here are some examples of items we could include in marketing. Do any of these appeal to you? What other ideas might you envision?

- Large decorative banners or other similar large print pieces inside both libraries
- Storycorps style story collections of people's HDL memories over 25 years
- Online form for people to submit their shorter memories of HDL over the years
- Translation/interpretation services provided for people who wish to share memories in other languages
- Photography of people who share memories
- Reception featuring stories collected and celebrating the library
- Commemorative book of patron stories, similar to the books created for the Nuestra Comunidad Hispana project and Our Asian Pacific Community project
- Fun digital and in-the-building opportunities for people to submit their favorite thing about HDL
- Imagination board for what HDL could look like over the next 25 years - invite patrons to submit ideas online and inside the building
- Dedicated webpage with information on the 25-year campaign and information on how to be involved in sharing your stories or ideas
- Giveaway items at outreach events and inside both libraries promoting the 25-year campaign and directing people to the website
- On-site outreach opportunities to collect people's stories of the past 25 years, favorite thing about the library now, or dreams for the next 25 years
- Commemorative items for patron purchase like tote bags or Tervis mugs

2021-05 President & Trustee Comments

President Kleinheksel expressed thanks to Director Kooiker, Assistant Director Cook, and North Branch manager Carpenter for their work on the North Branch expansion and renovation.

2021-06 Committee Reports

Building Committee - no meetings are currently scheduled; Finance Committee next meeting is February 11, 2021; Policy/Personnel met on January 14, 2021, next meeting is April 8, 2021

2021-07 Biblioweb

A representative from Biblioweb provided a ten-minute demo of the Biblioweb product. Upon a motion by Kool, 2nd by Barry, a motion passed to contract with Biblioweb to migrate HDL's website from the drupal platform that is nearing end of life, replacing it with a Biblioweb site that integrates with the current Bibliocommons catalog the library already subscribes to. The expenditure was voted to come from the current fiscal year's fund balance, not to exceed \$44K.

2021-08 Staff Entrance Canopy Replacement

Upon a motion by Becker, 2nd by Kool, a motion passed to award the bid for the replacement of the canopy at the Main Library staff entrance to EV Construction, the lower of the two bids submitted.

2021-09 Covid-19 Sick Leave Policy

Upon a motion by Becker, 2nd by Petzak, a motion passed to extend the expired policy ePSLA policy effective January 1 through March 31, 2021 as permitted (but not required) by the federal government.

2021-10

North Branch Hours for "Grab and Go" Phase

Upon a motion by Dewey, 2nd by VanAllsburg, a motion passed to set the hours for the North Branch "Grab and Go" phase as Monday – Friday, 9 AM – 6 PM.

2021-11

Gifts

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

2021-12

Adjournment

Upon a motion by Becker, the meeting was adjourned at 5:17 p.m.

Submitted by Sara DeVries, Community Relations Manager, Board Clerk