HERRICK DISTRICT LIBRARY BOARD MINUTES
FEBRUARY 2022

Holland, Michigan
February 24, 2022

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

Member Absent Barry

Staff Director Kooiker, Assistant Director Williams, Public Services Manager Betcher

2022-1 **Approval of Agenda**

Upon motion by Kool, 2nd by Becker, the agenda was approved at 4:01 p.m.

2022-2 **Consent Agenda**

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

2022-3 **Citizen's Comments**

There were no citizen's comments.

2022-4 **Friends of Herrick District Library**

Manager DeVries reported that the Friends sales continue to be strong between their lobby area book carts and the book store. The Friends have several new volunteers including a new board member.

2022-5 **Director's Report: December 2021:**

1. We have received word of an estate gift left to the library and should be receiving approximately $4600 soon. Sincerest thanks to that family.

2. Lakeland Update: Lakeland is currently looking at conducting a strategic plan to take us into the next few years. Currently the plan is to begin this in sometime about October. The cooperative is also the administrator in one of the ARPA grants which is taking significant time and will benefit all libraries in Michigan.

3. Banking update: we are working on switching from 5/3 bank to Huntington. Our estimated "go live" date is March 15. The transition is taking longer than anticipated and is going well.

4. Boilers: We are planning to replace the two boilers that are currently in service at the main library. Our plan is to replace them in the middle of May and within this current fiscal year.

5. The Youth Services Department worked with Black River Schools for an open house here at the library where students could get their library card and both parents and students could find resources. It was a great success. Alicia DeLuna processed hundreds of new library cards, a team from Public Services helped hand them out and the Kids and Teens department was wonderfully busy that day. Anne Pott, Library Assistant II from the Kids and Teens department was instrumental in setting up this visit and of course, it took the whole team to help. Thanks to all for making it happen.

6. Lego Lab: We have reopened the Lego Lab by appointment only. Appointments may be made up to three days in advance and are for one family or group at a time. This seems like the best solution at this time of COVID and is working well. We have had many make use of the Lego room.

7. Masks: We received KN95 masks for distribution to the public from the MDHHS both in Allegan and Ottawa counties. We have received more than 6000 masks and have given away several thousand of them. The Health Department asked that we simply put them out so people can pick them up as they have need. Masks are not required in the library by patrons unless they are in a library sponsored meeting.

8. Offices: We have moved some of the offices in the administrative areas. Sara has relocated her office in what used to be the small meeting room. Her team of three now resides in that space. Natalie's office moved and Sandra, our Web Development Librarian has relocated from the IT office. This is giving us the space we need to stay more comfortable in COVID challenges. We have also replaced the desk in the Teen Services Area and carpet squares in both Natalie's and Sandra's offices.

9. Groundworks: Groundworks has been working on the Holland Story Project where we collect some of the stories of Holland. These will hopefully inspire the collection of small stories in the Holland Area. The collection is on our website here: https://herrickdl.org/groundworks/hollandstory-project/

10. Inclusivity Committee: Our staff inclusivity committee has been meeting monthly and is committed to offering a training every quarter to the staff. This quarter our training was on racial equity, implicit bias and microaggressions. This is part of our ongoing commitment to growing in areas of Diversity, Equity, Inclusion and Justice

2022-6 **President/Trustee Comments**

President Kleinheksel offered her compliments to Groundworks for all they have been able to help patrons do and learn. Trustee Dewey thanked Manager Betcher and Director Kooiker for their many years of library service.

2022-7 **Committee Reports**

Policy/Personnel committee scheduled April 14, 2022; Finance Committee scheduled for May 12, 2022

2022-8 **Traffic Signal Eqiupment Easement**

Upon a motion by Dewey, 2nd by Kool, a motion passed to approve the traffic signal equipment easement for the new light placed at River and 12th Street.

2022-9 **Collection Development Policy**

Upon a motion by Kool, 2nd by Petzak, a motion passed to approve the recommended updates to the Collection Development Policy.

2022-10 **Gifts**

Upon a motion by Dewey, 2nd by Petzak, a motion passed to approve with thanks the previous month's gifts to the library.

2022-11 **Adjournment**

Upon a motion by Dewey, the meeting was adjourned at 4:53 p.m.

Next Meeting: *Rescheduled to Thursday, March 24 to allow for a quorum given the proximity of 3/31 to Spring Break.*

Submitted by Sara DeVries, HDL Board Clerk