

**HERRICK DISTRICT LIBRARY BOARD MINUTES  
DECEMBER 2022**

Holland, Michigan  
December 15, 2022

**Members Present** Kleinheksel, Kool, Marroquin, Petzak, Rutan, Van Allsburg

**Member Absent** Becker, Dewey

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

**2022-112** **Approval of Agenda**

Upon motion by Kool, 2<sup>nd</sup> by VanAllsburg, the agenda was approved at 4:01 p.m.

**2022-113** **Consent Agenda**

Upon motion by Kool, 2<sup>nd</sup> by Petzak, the consent agenda items were approved.

**2022-114** **Citizen's Comments**

There were no citizen's comments.

**2021-115** **Friends of Herrick District Library**

DeVries reminded the board of the Annual Appreciation Dinner that took place last month where the Friends donated \$40K to the library

**2021-116** **Director's Report: December 2022:**

1. Noon Year's Eve: This year we will be celebrating Noon Year's Eve, a program for kids celebrating the New Year at Noon instead of midnight, in person again. Because of the size of the program, we have partnered with Black River Public Schools and will be holding it in their Gym.
2. "Code Blue" with Community Action House. This winter HDL will help notify the community when there is a "Code Blue." "Code Blue" goes into effect whenever the National Weather Service predicts extreme cold with wind chills of 20 degrees or lower or precipitation with temperatures below 32 degrees for an extended period of time. These conditions lead to heightened risk of hypothermia, frostbite or death. When there is a code blue, the mission relaxes it's normal rules, they provide a warming center 8 a.m. - 8 p.m., and they provide a place to sleep overnight, even for those who otherwise may be banned from the shelter. Working with Community Action House, we will display a blue light to communicate that there are dangerous weather conditions and to encourage people to seek shelter.

3. As part of our “Gather Round” theme for this season we have started a casual collection of vinyl records and a puzzle exchange where patrons can browse, take home and donate these items. We also have a table near the area where a communal puzzle is located for people to work on while they are at the library. We are on our second communal puzzle and it is a great way to meet new people and “gather round.”
4. Weeding project: Vanessa has started a large weeding project here at the main library. She shared this with the team:

#### **Why are we doing a weeding project?**

Libraries are always in the middle of doing weeding. There is a finite amount of room in the library, and if we add things (and we're always adding things), we have to subtract things to make room. In every library I've ever worked in, however, there is more person-power devoted to the intake of the materials than there is to the weeding, and so stacks tend to fill up. That's what's happened at Herrick. CDR has worked hard on the weeding, but it's not a one-or-two-person job. Add to that the upcoming renovation, which will involve books being moved here and there and everywhere, and we want to get the size of the collection under control so the amount we move and/or store is the RIGHT amount and no more.

#### **What are we weeding?**

We have created a set of weeding guidelines that says the following:

*HDL seeks to loan undamaged items in very good condition. The materials on our shelves are up-to-date and have current appeal. Materials that are in poor condition or have dated or inaccurate information must be discarded.*

What we are seeing is a lot of damaged, stained and outdated materials on the shelf. We also have thousands of items that have not circulated in over four years. And these items are camouflaging the great updated materials that Tammy and Liz are purchasing. I'm not sure if people realize this, but once an item comes off the new shelves, its chances of circulating decrease exponentially. We want to make things more browsable again to give these great items a chance at more circs.

#### **Who is weeding?**

You will see the librarians and members of CDR spending time in the stacks selecting things to be weeded. You may also see other people on staff (or be asked yourself) pull items from lists put together by CDR. These lists are generally targeting items that have:

- Circulated over 75 times
- Not circulated in 3 years or more
- Outdated information

Once items are pulled, we withdraw them from the computer and go through the process of marking them as withdrawn.

#### **Where are the items going?**

Items that have the potential for selling in the bookstore will be given to the Friends to review. Items that have lived a good life will be recycled. Carl and Tom will help us carry out the recycling process.

#### **When is this happening?**

The big project has already started and will continue until the renovation. The space the weeded items leave on the shelves is actually a good thing that will help us display more items (giving them a second chance at circulation and opening up sight lines into the stacks). You'll see us doing some shifting, etc., as we go along.

5. Lakeland has been working to implement a software program called Patron Point which will allow us to do online registration for patrons and the software will verify the address and make sure the correct virtual card is given. This way, upon verification of their address, the patron will have immediate access to our digital collections with a digital card. We are hoping to do training and implement the program this winter.

**2022-117**      **President/Trustee Comments**

President Kleinheksel thanked the Friends of HDL for the wonderful appreciation dinner last month. Kleinheksel also recognized and thanked staff members for their creative and important programming efforts.

**2022-118**      **Committee Reports**

Building Committee next scheduled meeting is March 9, 2023, remodeling team met on December 7, 2022; Finance Committee next meeting is scheduled for February 9, 2023; Policy/Personnel next scheduled meeting is on January 12, 2023.

**2022-119**      **Recommendation to Close Library for Staff Training Day – Monday, Oct. 9**

Upon a motion by Kool, 2<sup>nd</sup> by VanAllsburg, a motion was approved to close the library for a staff in-service training day on Monday, October 9.

**2022-120**      **Closed Session**

Upon a roll call vote, the meeting entered closed session for the purpose of evaluating the director.

**2022-121**      **Closed Session Ended**

Upon a roll call vote the meeting resumed in open session.

**2022-122**      **Director Evaluation**

Following a motion by Kool, 2<sup>nd</sup> by Rutan, a positive evaluation of the library director was held with a merit increase to be determined at a later date.

**2022-123**      **Adjournment**

Upon a motion by Marroquin, the meeting was adjourned at 5:47 p.m.

Submitted by Sara DeVries, Board Clerk