

**HERRICK DISTRICT LIBRARY BOARD MINUTES  
JULY 2023**

Holland, Michigan  
July 27, 2023

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

**Member Absent** N/A

**Staff** Director Kooiker, Assistant Director Williams, North Branch Manager Carpenter, Youth Librarian Baker, Adult Librarian Ryan

**2023-70** **Approval of Agenda**

Upon motion by Dewey, 2<sup>nd</sup> by Kool, the agenda was approved at 4:31p.m.

**2023-71** **Consent Agenda**

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

**2023-72** **Citizen's Comments**

There were no citizen's comments.

**2023-73** **Friends of Herrick District Library**

There was no report from the Friends.

**2023-74** **Director's Report: April 2022**

1. Programming: We had some fantastic programming in the past few weeks with a Ren Faire program at North Branch last weekend and a visit by children's authors Matt and Lisa McMann. Programming is going well in spite of limited programming space.

2. Grand opening of the playscape was on July 14. Thank you to board members who attended the garden party and helped cut the ribbon on the new space.

3. Collection and staffing moves: All of the collections and offices for phase one have been relocated. We are working on putting in a new card swipe for staff entrance on the north side of the building. This should be complete in the next week.

4. Lakeland: Sheryl VanderWagen is retiring and her retirement party is on August 10, 2023 at 11:30 am. She has served as the information Library Systems Manager for many years and is

extremely knowledgeable about all things with the Integrated Library System. She will be greatly missed.

5. Social Media is going well and we are getting shout outs from other libraries as great examples to follow. Special thanks to the Social Media team.

6. We now have access to the Holland Sentinel online: **We now have access to the Holland Sentinel online.** Any patron can access the Sentinel online through our website, both here and at home.

How?

- Go to Herrickdl.org and select **Digital Library**.
- Select Magazines and Newspapers.
- Select **The Holland Sentinel Collection**. Patrons from home will be prompted to enter their library card number. Full Image edition is available to read from May 21, 2023 onward. Text editions are available back to 1997. Patrons can do a search for a particular article or title.

7. We also have access to the Grand Rapids Press, Allegan County News, Detroit News, the Chicago Tribune, and USA Today through Access World News. This is also available from home.

How?

- Go to Herrickdl.org and select **Digital Library**.
- Select Magazines and Newspapers.
- Select Access World News.
- Select **A-Z Resources** and type in the name of the location.

8. Updates from CAH:

- We had 360 appointments last quarter (Apr '23-Jun '23) with 129 unique clients. This was the second highest number for the past year.
- The busiest day of the week for the 4th Quarter was Wednesday, with 93 appointments.
- For the year (Jul '22 - Jun '23), there were a total of 1,251 appointments with 358 unique clients. Most of those appointments were in the first and fourth quarters (summer months).
- August and May had the most appointments
- For the year, Tuesday was the busiest day, followed by Wednesday

**2023-75**

**President/Trustee Comments**

President Kleinheksel thanked the staff for a great ribbon cutting event for the North Branch playscape. She also thanked staff for the extra work they are doing with the renovation, and also thanked those staff members with work anniversaries.

**2023-76**

**Committee Reports**

Building Committee next meeting TBD; Finance Committee next meeting is August 10;  
Policy/Personnel met on July 13, 2023, next meeting is October 12. Meetings start at 4:30 p.m.

**2023-77**      **Election of Board Officers for 2024**

The following board members were elected to office for the next fiscal year:

President: Tim Marroquin  
Vice President: Cynthia Kleinheksel  
Treasurer: Doug Becker

**2023-78**      **Safety Policy**

Upon a motion by Marroquin, 2<sup>nd</sup> by Rutan, a motion passed to approve the proposed safety policy as recommended with the change from "Holland Police Department" to "law enforcement" in order to reflect the appropriate law enforcement office that would be called by staff members at either location in the event of a safety emergency.

**2023-79**      **Bereavement**

Upon a motion by Rutan, 2<sup>nd</sup> by Becker, a motion passed to approve a change to the bereavement policy so that non-union and union staff members now have matching bereavement.

**2023-80**      **COVID-19 Policy**

Upon a motion by Kool, 2<sup>nd</sup> by Dewey, a motion passed to expire the COVID-19 policy.

**2023-81**      **Adjournment**

Upon a motion by Dewey , the meeting was adjourned at 5:36 p.m.

Submitted by Sara DeVries, HDL Board Clerk