

**HERRICK DISTRICT LIBRARY BOARD MINUTES
AUGUST 2023**

Holland, Michigan
August 28, 2023

Members Present

Kleinheksel, Becker, Dewey, Kool, Marroquin, VanAllsburg

Member Absent

Petzak, Rutan

Staff

Director Kooiker, Assistant Director Williams, North Branch Manager Carpenter

2023-82

Approval of Agenda

Upon motion by Becker, 2nd by Dewey, the agenda was approved at 4:31 p.m.

2023-83

Consent Agenda

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

2023-84

Citizen's Comments

There were no citizen's comments.

2023-85

Friends of Herrick District Library

Diane reported that the Friends are doing well financially. Patrons are making good use of the blue carts upstairs and at the North Branch and may be making close to the same sales they normally would in the store. This is good news because it tells us that the open concept for the Book Nook that we are hoping for after renovation should work well for keeping their business strong.

2023-86

Director's Report: August 2023

1. HASP: Natalie and I had the opportunity to present to HASP (Hope Academy of Senior Professionals) at their meeting in August. About 200 people attended our presentation and we talked about HDL, the history, structure and funding of the library, some challenges to collections and the freedom to read. We really enjoyed speaking to a very engaged group.
2. Staff Training: We have subscribed to a yearlong staff training for all staff members. The first four hours are the core training and are devoted to "The Librarian's Guide to Homelessness; reduce problems/conflict AND be inclusive." This training was developed by Ryan Dowd, who runs a large homeless shelter in Chicago and has worked extensively with libraries to help us live with the tension of how to be welcoming to all. We will be using this training as part of our Staff in-service training day on October 9. As a reminder, the board approved the closure of the library on October 9, 2023, for a staff in-service day.

3. Library Closures for construction:

We have had a few part-day closures due to construction:

- August 16 – closed from 9-3, open from 3p-9p – jackhammer and remove concrete 2nd floor.
- August 18 – closed from 9-12, open from 12-6p – saw and removed metal pan creating hole between first and second floors.
- August 25 – closed from 9-12 – open from 12-6 – electrical. Electricity was off for the morning as electricians rerouted wires that were originally placed in the area of the new stair.
- August 29 – closed from 9-3, open from 3-9 – jackhammer and remove concrete from 1st floor.
- August 30 – closed from 9-12, open from 12-9 – saw and remove metal pan creating hole between lower level and first floors.

We have worked with Lakewood and have tried to keep closures to a minimum and this will be the most invasive phase of the project. A few more partial day closures are anticipated, and we are not sure of that timing yet.

4. In anticipation of Phase 2 of construction we have started to shift some of the adult fiction and non-fiction collections. Phase 2 should begin in mid-October.

5. Vanessa and staff working with the collections are nearing the end of our re-stickering the **early chapter books** in our collection. These books, which previously were lumped together with Junior Fiction, are being stickered to give parents and kids a greater ability to find books within their reading level and at their maturity level. A big shout out to Liz Hegg and Jen Boyers for their work on this project! The books are currently interfiled with the J fiction but will be pulled into their own section when they return to the upper level.

The team has also identified our initial collection of **Tween books** (books suited for kids in grade levels 5-8). We will begin the re-stickering of these books now. These books also provide helpful assistance to parents and kids who are looking for content with a higher reading level and maturity level than Junior fiction but who are not yet ready for the Teen section. These books will also remain interfiled with teen until we have gotten farther in the process of stickering. A huge shout out to Heather Thompson for her work analyzing the collection for books suitable for this new designation!

6. Vanessa recently had a conversation with our CollectionHQ contact, (CollectionHQ is a software that helps analyze collection use and effectiveness) we learned that our collection's Dead-on-Arrival books (books that don't circulate in the first year) is less than 3%. Most other libraries are closer to 19%. A huge kudos to our selectors, Liz Hegg and Tammy DeWitt, for their understanding of our community, and to our displays and merchandising work group for their work on connecting patrons with the collections.

7. Audit with Rehmann has started.

8. Rob shared this impact story:

I was approached by a man named Bob a while back Big, white guy. Balding. I had noticed him looking over at me at the desk. "Do you remember me?" he asked. Something about his body language and tone put my guard up. "I came in with my granddaughter and you picked out some books for her." I started to sweat. Honest to god sweat. I could sense what was coming and it wasn't good. There's always a little bit of fear when you pick out a book for someone that they're going to hate it or they're going to be offended by it. Especially these days. Instead...

"You might not realize it," he paused. (I'm sure it was all of 2 seconds, but it felt like 2 minutes.) "What you do here? You make a difference. Thank you."

He went on to tell me about how his daughter's reading tests had dramatically improved over the last year. That she had always done well in math and science, but struggled in English and with reading. That they had been coming in and been getting book recommendations from different library staff members. That taking the time to get to know him and his daughter and help her find books that piqued her interest made all the difference. Her reading skills jumped through the roof and she reads for fun now. A big smile spread across his face when he told me the last part as if he couldn't believe that people actually read for fun. For fun!

He then stuck out his big meaty paw of a hand and we shook.

2023-86 **Committee Reports**

Building Committee next meeting is September 14, 2023; Finance Committee met on August 10, 2023, next meeting is November 9, 2023; Policy/Personnel next meeting is October 12, 2023

2023-87 **Mineral Display**

A motion was made by Kleinheksel, 2nd by Kool, to table the discussion on this topic until the Tulip City Gem and Mineral Club has time to make a decision about what they would like to do with the display. Motion failed.

A motion was made by Becker, 2nd by Kool, to remove the mineral display from the library and empower the director to decide which nonprofit the display goes to and the process for removal.

2023-88 **Ship Display**

Upon a motion by Dewey, 2nd by Kleinheksel, a motion passed to remove the ship display from the library and empower the director to decide which nonprofit the display goes to and the process for removal.

2023-89 **MERS – Defined Contribution**

Upon a motion by VanAllsburg, 2nd by Kool, a motion passed to convert the union employee accounts to a new defined contribution plan with an addendum effective January 1, 2024

2023-90

Director Compensation

Upon a motion by Becker, 2nd by Dewey, a motion passed to increase the director's annual base salary by \$25K effective immediately, in order to bring the position's salary range to market level.

2023-91

Director Evaluation Process

Upon a motion by Becker, 2nd by Kool, a motion passed requesting the Administrative Team put together a process by which the library director will be evaluated in the future.

2023-92

Gifts

Upon a motion by Dewey, 2nd by Becker, a motion passed to accept with thanks the gifts from the previous month

2023-93

Adjournment

Upon a motion by Dewey, the meeting was adjourned at 5:35 p.m.

Submitted by Sara DeVries, HDL Board Clerk