

**HERRICK DISTRICT LIBRARY BOARD MINUTES
NOVEMBER 2023**

Holland, Michigan
November, 2023

Members Present Becker, Dewey, Kleinheksel, Marroquin, Petzak, Rutan

Member Absent Kool, VanAllsburg

Staff Director Kooiker, Assistant Director Williams

2023-107 **Approval of Agenda**

Upon motion by Rutan, 2nd by Kleinheksel, the agenda was approved at 4:30 p.m.

2023-108 **Consent Agenda**

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

2023-109 **Citizen's Comments**

There were no citizen's comments.

2023-110 **Friends of Herrick District Library**

The Friends presented a donation to the library at their annual appreciation dinner held Friday, November 10

2023-111 **Director's Report: November 2023**

1. Personnel: Steven Penkevich has moved from a part time position to a full time Library Assistant in the Public Services department.
2. Natalie and I met with Lakewood for a construction update and unfortunately our phase one completion is delayed by a month. The contractors have had some unforeseen challenges which are setting them back a bit. The hope is now to complete phase 1A by the end of January and finish the new stairs (phase 1B) by mid-February. Things are starting to take shape and a lot of subcontractors have been on site. The overall completion date is still hopefully the end of summer or early fall.
3. North Branch has been experiencing some of its highest monthly circulation since 2014.

4. Youth Services team is planning a noon year's eve celebration on Saturday, December 30, 2024 at the Civic center with the countdown happening at noon.
5. Lakeland has a new ILS manager and are reviewing several processes for efficiency and service. Patmos library in Jamestown has passed a new millage.
6. The Allegan County Library Directors met earlier this month at the Gun Lake Tribal Library. Natalie presented information about healthy collaborations to the group.
7. Our teams have been working through the Ryan Dowd trainings on "Police" and "Fights" and are making room for discussions on the trainings in our team meetings. December will be trainings on "sexual Harassment", "Prejudice" and "Jerks with Homes". Please let Natalie know if you are interested in any of these trainings and she will send you a link.

2023-112 President/Trustee Comments

Trustee Rutan thanks the library for the recent visit of author Jerry Craft as part of Hope College's NEA Big Read Lakeshore, presented by HDL.

2023-113 Committee Reports

Finance Committee met on November 9, 2023, next meeting is February 8, 2024; Policy/Personnel next meeting on January 11, 2024. No building committee meeting is scheduled.

2023-114 Cost of Living Increase

Upon a motion by Dewey, 2nd by Rutan, a motion passed to provide a 3.5% cost of living increase for all staff beginning in January of 2024.

2023-115 Service Desk Purchases from Worden

Upon a motion by Dewey, 2nd by Kleinheksel, a motion passed to approve the purchase of two desks and two credenzas, one for the youth services area and one for the main floor.

2023-116 Gifts

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

2023-117 Adjournment

Upon a motion by Dewey, the meeting was adjourned at 5:24 p.m.

Submitted by Sara DeVries, HDL Board Clerk