

**HERRICK DISTRICT LIBRARY BOARD MINUTES
THURSDAY, JANUARY 25 | 2024**

Members Present

Marroquin, Becker, Dewey, Kleinheksel, Petzak, Rutan, Van Allsburg

Member Absent

Kool

Staff

Director Kooiker, Assistant Director Williams, Public Services Manager Betcher, North Branch Manager Carpenter

2024-01

Approval of Agenda

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

2024-02

Consent Agenda

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

2024-03

Citizen's Comments

There were no citizen's comments.

2024-04

Friends of Herrick District Library

There was no report from the Friends. The Friends are on their winter break in between their board meetings.

2024-05

Director's Report: January 2024

1. Personnel: We have filled our two open library aide positions, one with an internal candidate, Hope Hutson, the other with new hire, Valerie Burke. We have one page position open and are interviewing for that position.
2. Vanessa and the CDR team are working on creating some new collection categories. Earlier this year they created an Early chapter book section, a Tween section and are now working to create "Concept" and "Inspirational" Sections. Vanessa explains the ideas behind these changes. For concept books "we will separate out picture books featuring letters, numbers, colors and shapes. These are popular books for parents who are working to teach their young kids these fundamental concepts. In the new children's area, these books will be in a range of shelves that is near to the "crawlers" area and will have their own sticker.

3. One of the biggest requests we get from patrons is for a designated Inspiration Fiction section or label. We intend to create a section that contains books from Christian publishing houses as well as books featuring other faiths. It will also feature some other “feel good” reads. They will be interfiled in Adult Fiction until we move the Adult Fiction to another location.”
4. Groundworks: The new Groundworks space will be opening soon and the team is working on developing what will happen next in that new space, the programming, and training other staff to help patrons use the resources found in that space. We will not use the space completely as intended until construction is complete.
5. Noon Years Eve and Preschool Fair programs: Molly and the YS teams at both libraries celebrated Noon Years Eve with community kids and families at the Civic Center. The Noon Year’s program was celebrated with 658 people and the preschool fair hosted 238 people. Great programs!
6. Public Services and Community Relations are working on the Patron Point program and automatically renewing library cards for adult patrons. They are also working with Lakeland on Biblioapp which will be implemented cooperative wide sometime in the spring.
7. Plans for moving into the next phase of construction are underway and staff are working on roving training, emergency training and preparing to move.
8. Community relations is spearheading a listening tour of our Hispanic community and considering how to best serve our Spanish speaking patrons. This is part of our response to the goals in our strategic plan.
9. The management team is reviewing the strategic plan for a midyear update for the board. We plan on offering that update next month.

2024-06

President/Trustee Comments

President Marroquin and Trustee Dewey mentioned how much they have learned from the “Librarian’s Guide to Homelessness” video training with Ryan Dowd, and encouraged other trustees to watch the video training sessions. Trustee Petzak shared a patron concern she recently received. Trustee Becker asked for an update on a presentation request from Holland Township.

2024-07

Committee Reports

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

2024-08 **Policy: Fines and Fees**

Upon a motion by Kleinheksel, 2nd by Becker, a motion was approved to update the fines and fees table to reflect currently library offerings.

2024-09 **Groundworks Policy**

Upon a motion by Dewey, 2nd by VanAllsburg, a motion was approved to set a general policy for fines and fees associated with the use of Groundworks as presented, with the amendment to require a permission waiver from parents of Groundworks users between the ages of 13 and 18.

2024-10 **Part Time B Medical Leave Policy**

Upon a motion by Kleinheksel, 2nd by Rutan, a motion was approved to implement a sick leave policy for part time B employees with leave to accrue on a per pay period basis at a rate of one hour of medical leave time for every 30 hours worked, to begin February 1.

2024-11 **Budget Amendment**

Following a motion by Dewey, 2nd by Petzak, the budget was amended to include the grant the library received from Michigan Humanities for the Little Read program associated with Big Read Lakeshore.

2024-12 **Gifts to the Library**

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

2024-13 **Adjournment**

Upon a motion by Becker, the meeting was adjourned at 5:40+ p.m.

Submitted by Sara DeVries, Board Clerk