

HERRICK DISTRICT LIBRARY BOARD MINUTES

March 28, 2024 | 4:30 PM

Holland, Michigan

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

Members Absent Dewey

Staff Director Kooiker, Assistant Director Williams

2024-23 Approval of Agenda

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

2024-24 Consent Agenda

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

2024-25 Citizen's Comments

There were no citizen's comments.

2024-26 Friends of Herrick District Library

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

2024-27 Director's Report: March 2024

1. Personnel: Peg Van Wieren, Clerk in the Administrative office, has accepted a full-time position elsewhere. She will be leaving us the first week of April and has worked with us for more than 12 years. The position description is being reviewed and will be posted soon.
2. Natalie, Vanessa, Rob, and I will be going to Public Library Association Conference in Ohio next week.
3. Much of our time is managing moving pieces of construction so here is the construction update:
 - Groundworks area is now open, and we have been slowly increasing the operational hours and will work to establish a regular full schedule within the next few weeks.

- The new Children’s area has been open for about a month and it has been an incredible month. We have been making minor tweaks to the space and the staff have done an amazing job with the increase in children and parents. Overall, the comments have been positive.
 - Tentatively the new stairs will open on April 8, 2024, and the new family restroom and mother’s room will open concurrently. When the new stairs open, the teen section will close for renovation, and we are moving the teen area to the Children’s Activity Room and the Lobby area of the second floor. The current stairs will close to the public somewhere around April 10.
 - Lakewood Construction has taken over the Northwest section of the main floor and demolition of some walls is taking place. This phase of construction should last through late July and will include the new classroom, Lego Lab, a couple more study rooms and staff spaces. In this phase Lakewood will also be replacing the spine that connects the two buildings and work on the north half of the roof.
 - Seven of the new study rooms on the main floor are tentatively scheduled to open around the 15th of April after furniture installation.
4. We are working with BS&A company to make sure that our financial data is transferring to the new software platform accurately. With City Hall Finance team, we continue to work through each area of accounting as BS&A seeks to understand how we use the data currently and how we hope to use it going forward. The implementation date is mid-June.
 5. Behavioral Issues: we have been working through some challenging behavioral issues with patrons but the process we have seems to be working and the Ryan Dowd training has been helpful.

2024-28 President/Trustee Comments

President Marroquin gave kudos to the staff for their professionalism in the face of challenges.

2024-29 Committee Reports

Finance Committee next meeting May 2, 2024; Policy/Personnel next meeting April 11, 2024. No building committee meeting is scheduled.

2024-30 Gifts to the Library

Upon a motion by Becker, 2nd by Rutan, a motion was approved to accept with thanks the gifts to the library from the previous month.

2024-31

Adjournment

Upon a motion by Kool, the meeting was adjourned at 5:23 p.m.

Submitted by Sara DeVries, Board Clerk