

## HERRICK DISTRICT LIBRARY BOARD MINUTES

July 25, 2024 | Holland, Michigan

### **Members Present**

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

### **Members Absent**

### **Staff**

Director Kooiker, Assistant Director Williams

### **2024-54**

#### **Approval of Agenda**

Upon motion by Kleinheksel, 2<sup>nd</sup> by Kool, the agenda was approved at 4:30 p.m.

### **2024-55**

#### **Consent Agenda**

Upon motion by Kleinheksel, 2<sup>nd</sup> by Becker, the consent agenda items were approved, with the exception of updating the June 2024 meeting minutes to reflect an accurate director's report.

### **2024-56**

#### **Citizen's Comments**

There were no citizen's comments.

### **2024-57**

#### **Friends of Herrick District Library**

There was no report from the Friends.

### **2024-58**

#### **Director's Report: July 2024**

1. Personnel: We have hired Trang as the business office assistant and introduced you to her last month. We have some positions that we are hiring for, including 2 library assistants in Groundworks. We are evaluating library aide positions and hours for those positions before posting the jobs and are doing the same with the library page positions. Both of those will also be posted soon.
2. Construction: Monday is the proposed day for us turning over the main floor area to Lakewood to start phase 3 of construction. As a reminder, the front door will be inaccessible for the week on July 29, and building entry will be through the loading dock door for the week.
3. Summer reading and programming are going strong.

4. Natalie has been working on a 6-episode series by Sesame Workshop called "Through Our Eyes" and takes on some tough topics for kids such as military family absence and the wounds of war, incarceration, homelessness, cultural heritage and more.
5. Summer Reading Challenge will end with a Fandom Fair on August 10 at the North Side Branch. Lots of great activities are planned.
6. I had the opportunity to talk with City Council in their study session on July 24, 2024.
7. BS & A Software. We have migrated to the new BS& A software for Finances. The learning curve is steep. With the migration we are also able to finally finish switching banks to Huntington Bank and learning the particulars of working with that bank.
8. Educator E-cards. Educators can receive an Educator E-card if they are teaching at one of the schools in the district and not a resident of the district. These cards are for electronic access to our resources and allow teachers to use and teach how to use some of our resources. The cards expire after the school year every year.
9. Air Conditioning! We lost air conditioning in the North half of the building for two weeks and it has been warm and humid. The Trane team replaced a 5 HP motor in the north penthouse, redid the bearings and fixed whatever else needed fixing and we, once again, have air on the North side of the building. This was not a budgeted expense and will cause a budget amendment later in the year.
10. Story Walk trail at North Branch will be installed sometime in the fall.
11. State aid is being increased by \$1,000,000 in the next state budget which will result in an increase for us as well. Currently about \$110,000 of our budget is from state aid.

**2024-59**      **President/Trustee Comments**

Trustee Kleinheksel thanked the staff for enduring through construction. Trustee Rutan complemented the staff on how they are handling the much busier children's section and North Branch attendance this summer.

**2024-60**      **Committee Reports**

Finance Committee - next meeting is August 8, 2024; Policy/Personnel met on July 11, 2024, next meeting is October 10, 2024. Meetings start at 4:30.

**2024-61**      **Election of Board Officers for FY25**

The following slate of directors was voted in as officers for the next year:

- President: Trustee Marroquin
- Vice President: Kleinheksel
- Treasurer: Becker

**2024-62**      **PTO Policy Update**

Upon a motion by Rutan, 2<sup>nd</sup> by Dewey, a motion passed to round PTO hours to two decimal points, to fit the requirements of the new BS&N software.

**2024-63**      **Meeting Room Policy Review**

Upon a motion by Becker, 2<sup>nd</sup> by Petzak, a motion passed to update the policy as recommended.

**2024-64**      **Budget Amendment for Humanities Grant**

Upon a motion by VanAllsburg, 2<sup>nd</sup> by Kleinheksel, a motion passed to amend the budget to allow for the grant funds secured by North Branch Manager Carpenter through the Michigan Humanities Grant.

**2024-65**      **Gifts**

Upon a motion by Kool, 2<sup>nd</sup> by Becker, a motion passed to accept with thanks the gifts to the library from the previous month.

**2024-66**      **Adjournment**

Upon a motion by Kool, the meeting was adjourned at 5:37 p.m.

Submitted by Sara DeVries, Board Clerk