

## HERRICK DISTRICT LIBRARY BOARD MINUTES

November 21, 2024 | Holland, Michigan

**Members Present** Kleinheksel, Becker, Dewey, Kool, Petzak, Rutan, Van Allsburg

**Members Absent** Marroquin

**Staff** Director Kooiker, Assistant Director Williams

### **2024-96** **Approval of Agenda**

Upon motion by Becker, 2<sup>nd</sup> by Petzak, the agenda was approved at 4:31 p.m.

### **2024-97** **Consent Agenda**

Upon motion by Dewey, 2<sup>nd</sup> by Kool, the consent agenda items were approved. Rehman Robson presented on the clean audit report of HDL from the previous year.

### **2024-98** **Citizen's Comments**

There were no citizen's comments.

### **2024-99** **Friends of Herrick District Library**

The annual appreciation dinner hosted by the Friends of HDL is this Friday, November 22. The Book Nook Used Book Store is now open after months of library renovation.

### **2024-100** **Director's Report: November 2024**

1. It has been a full few weeks with a few presentation opportunities for me:

**Fillmore Township:** I attended the Fillmore Township meeting on November 12 and presented information to the board on the statistics of users of Fillmore Township, the funding structure and the ability of users to access Herrick if they do not contract with us for service. The current contract is for 3/10 of a mil based on taxable value, minus penal fines per capita collected. The Herrick Library Board has a policy which states that we will not allow residents of a contiguous service area to purchase a non-resident card if that community does not support a public library. The Fillmore Township Board, according to the contract, must let us know in writing of their desire to end the contract by December 31. Currently the contract runs through June 30, 2025.

**Holland Museum:** I worked with Holland Museum staff and Board to discuss millage campaign and strategies for an upcoming millage.

**City Ambassadors:** Presented information on the Library and services to the Holland Ambassador Academy.

2. Open enrollment for benefits is complete.
3. State Aid has been submitted.
4. Main Floor desk has been relocated to its hopefully permanent location. Booth seating on the main floor has been installed. Roof, handicapped accessible doors and “small” things still need to be done but construction is “substantially complete.” I expect that we will be working on punch list items through the rest of this year and a bit into the new year.
5. Management team continues to refine its practices on patron behavior
6. Management team members are working on updating procedures for several new areas and ways of doing things that have been impacted by renovations.
7. Friends store has opened and they are now accepting donations. Hours for the friends will be Monday through Saturday 10 AM – 5 PM. Exact change and cash sales are available after hours through the cash box on the wall of the store.
8. We received 10 (8 for main library and 2 for branch) new air purifiers from MDHHS. These units are quite sizeable and cover 2500 sq feet every 30 minutes. The MDHHS is providing these (and additional filters) to help improve indoor air quality and another mitigation measure to help eliminate bacteria, viruses, etc. The machines are meant to be placed in public spaces so we have placed four on the main floor, two on the YS floor and 1 in the lower level. Two will be placed at North Branch as well.

**2024-101**

**President/Trustee Comments**

Trustee Kleinheksel recommended reading the areas highlighted by the auditor in his review of the library’s audit.

**2024-102**

**Committee Reports**

Finance Committee met on November 14, 2024, next meeting is February 13, 2025;  
Policy/Personnel next meeting on January 9, 2025. No building committee meeting is scheduled.

**2024-102**      **Cost of Living Increase**

Following a motion by Becker, 2<sup>nd</sup> by Dewey, the board voted to approve the cost of living increase for 2025 as recommended, effective January 1.

**2024-103**      **Position Change**

Following a motion by Dewey, 2<sup>nd</sup> by VanAllsburg, the board voted to create a new full time position of Library Assistant in Groundworks.

**2024-104**      **Adjournment**

Upon a motion by Dewey, the meeting was adjourned at 5:31 p.m.

*Submitted by Sara DeVries, Board Clerk*