

## **HERRICK DISTRICT LIBRARY BOARD MINUTES**

July 31, 2025 | Holland, Michigan

**Members Present** Marroquin, Becker, Dewey, Kleinheksel, Petzak, Van Allsburg

**Members Absent** Hillen, Kool

**Staff** Director Kooiker, Assistant Director Williams

**2025-62** **Approval of Agenda**

Upon motion by Dewey, 2<sup>nd</sup> by Kleinheksel, the agenda was approved at 4:33 p.m.

**2025-63** **Consent Agenda**

Upon motion by Kool, 2<sup>nd</sup> by Petzak, the consent agenda items were approved.

**2025-64** **Citizen's Comments**

There were no citizen's comments.

**2025-65** **Friends of Herrick District Library**

The Friends have advertised a need for more book donations now that the book sale has passed.

**2025-66** **Director's Report: July 2025**

**1. Personnel:** Two new staff members have joined us this month. Jordan Kazen has joined the team working both in Circulation and in Youth Services as a library aide. Tim DeMoss has joined Groundworks as a Full-Time Assistant. Our hope is to extend Groundworks' open hours, including Saturdays, starting this fall, and we remain committed to expanding its offerings.

With the start of the new fiscal year, we have implemented two planned position upgrades. The Library Assistant I in CDR has become a Library Assistant II and the Community Relations (Graphic Artist) Aide position is now a Community Relations

(Graphic Artist) Assistant I. These changes reflect the evolving needs of the library and align with our goals for staff development.

Dwayne Betcher, Circulation services manager, has announced his decision to retire effective August 31, 2025. Dwayne is a long-time employee, and we will celebrate a retirement event. More details will be shared soon.

2. Lib Cabinet Book Vending machine for Holland Recreation center has been installed and is operational. The Recreation Center has opened with a soft launch and additional promotional and signage are in development.
3. Lakeland: At Lakeland's board meeting the board reviewed and approved changes to the procurement policy. Lakeland is currently working on crafting their budget which starts on October 1. The State has also not passed a budget and is looking at some budget challenges with changes from Federal Funding. As a result of the changes at the Federal level, MEL may face decreased funding in the next fiscal year. Cooperatives statewide are evaluating potential strategies to respond to the budget challenges.
4. Programming Highlights – Our staff continues to demonstrate exceptional teamwork and creativity in developing and delivering impactful programs.
  - Youth Services continues to offer meaningful storytimes and a strong slate of programs for children and teens, including the essential Summer Reading program.
  - Public Services delivers valuable one-on-one tech support, diverse programming options, and strategic partnerships with community organizations to reach target audiences.
  - Groundworks offers hands-on assistance for digital and makerspace projects, alongside programs for teens and adults.
  - North Branch provides engaging programs for patrons of all ages.

This collaborative effort across departments exemplifies the best of our team's dedication and service.

5. Library Building and Grounds: We have been having some HVAC issues with the air handling unit on the North Side of the building not working properly. Trane is working on a solution for that. The limestone on the building has been sealed and we are told that it should be done every 10 years or so. There are still a few projects that need to be complete, and we are coordinating with Lakewood to complete those tasks.
6. Connor, Natalie and I met with our MERS representative to talk through the annual report and the continuing drop in funding percentage. This will be reviewed with the Finance Committee at our next committee meeting.

**2025-67      President/Trustee Comments**

Vice President Kleinheksel requested some additional signage for the Holland Township library lending machine.

**2025-68      Committee Reports**

Finance Committee next meeting is August 14, 2025; Policy/Personnel met on July 10, 2025; next meeting is on October 9, 2025

**2025-69      Election of Board Officers for FY26**

Upon a motion by Dewey, 2<sup>nd</sup> by Kool, the following trustees were elected to the executive committee:

- President – Marroquin
- Vice President – Kleinheksel
- Treasurer – Becker

**2025-70      Personnel Policies - Handbook**

Upon a motion by Dewey, 2<sup>nd</sup> VanAllsburg, a motion passed to approve minor updates of the following policies as recommended:

- |                                   |   |
|-----------------------------------|---|
| • Employment of Relatives         | • Reduction in Force                      |
| • Equal Employment                | • Safety                                  |
| • Introductory Period             | • Service Awards                          |
| • Job Posting                     | • Smoke-free Work Place                   |
| • Jury Duty and Court Appearances | • Social Security Number Privacy          |
| • Personal Leave of Absence       | • Use of Library Equipment and Facilities |
| • Personnel Data Changes          | • Vehicle Safety                          |

**2025-71      Paid Medical Leave Policy**

Upon a motion by Dewey, 2<sup>nd</sup> by Petzak, a motion passed to approve revisions to the paid medical leave policy in line with the wording of the law.

**2025-72      Director Search Process**

Upon a motion by Kleinheksel, 2<sup>nd</sup> by Dewey, a motion passed to hire the search firm Bradbury Miller for a based of \$31K with additional expenses to be determined upon hire.

**2025-73**

**Gifts**

Upon a motion by Kleinheksel, 2<sup>nd</sup> by Petzak, a motion passed to approve with thanks the gifts to the library from the previous month.

**2025-74**

**Adjournment**

Upon a motion by Dewey, the meeting was adjourned at 5:14 p.m.

Submitted by Sara DeVries, Board Clerk