

HERRICK DISTRICT LIBRARY BOARD MINUTES

August 28, 2025 | Holland, MI

Members Present

Marroquin, Becker, Dewey, Hillen, Kleinheksel, Kool, Petzak

Members Absent

Van Allsburg

Staff

Director Kooiker, Assistant Director Williams

2025-76

Approval of Agenda

Upon motion by Dewey, 2nd by Petzak, the agenda was approved at 4:31 p.m.

2025-77

Consent Agenda

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

2025-78

Citizen's Comments

There were no citizen's comments.

2025-79

Friends of Herrick District Library

The Book Nook is operating as normal. The Friends have resumed book donations.

2025-80

Director's Report: August 2025

1. **Personnel:** Today we celebrate and honor Dwayne's retirement after more than 40 years of dedicated service. The library will not be the same without him and we wish him the very best in his well-deserved retirement. His official retirement date is August 31, 2025.

Molly Rios, currently serving as Youth Services Manager, will be transitioning into the role of Circulation Manager on September 2 and we will begin to fill the now-vacant Youth Services Manager position. Molly is returning to her circulation roots and is wanting a change and new challenge after 14 years in Youth Services.

In other staffing updates, we are pleased to welcome Erin Koster to the team at North Branch as a Library Aide. We currently have one additional Library Aide position open and are working to fill that vacancy.

2. **Audit:** We have been collecting data for Rehmann and they will be on site next week to conduct the annual financial audit. The audit will be complete and presented at either the October or November board meeting.
3. **Herrick Branding:** Over the past few months, we, under Sara's leadership and with help from Boileau & Co Marketing, have worked on a new logo for Herrick. Sara's team is now developing Brand Standards. We will show this to you at the meeting.
4. **Groundworks hours will be expanding** by 15 hours per week starting on September 2, 2025. The new schedule is:

Monday: 10:00 AM – 8:00 PM
Tuesday: 10:00 AM – 8:00 PM
Wednesday: 10:00 AM – 8:00 PM
Thursday: 10:00 AM – 5:00 PM
Friday: 10:00 AM – 2:00 PM
Saturday: 10:00 AM – 2:00 PM
5. **Inventory** – Collections team, assisted by many others, is conducting an inventory of our entire physical collection by request of Lakeland. This is part of preparation for a potential new Computerized Library System and part of making sure that our database is clean and useable.
6. **Public Services will be starting a pilot program "Books by Mail" in September.** This goal will be to have 6 to 10 people who are homebound to help pilot the program. There will be a limits of two books per bag and Herrick owned materials only.
7. **Southwest Library Cooperative has joined to Libby partner library program.**

2025-81 Committee Reports

Finance Committee - next meeting is November 13, 2025; Policy/Personnel next meeting is October 9, 2025. Meetings start at 4:30.

2025-83 Staff Inservice Day

Upon a motion by Kleinheksel, 2nd by Hillen, a motion passed to close the library on Monday, October 13 for staff in-service training.

2025-84 Budget Amendment

Upon a motion by Dewey, 2nd by Kool, a motion passed to amend the budget to move \$35K in funds from the contingency budget line for the executive search firm in their search for a new library director.

2025-85

Gift List

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

2025-86

Adjournment

Upon a motion by Dewey, the meeting was adjourned at 5:16 p.m.

Submitted by Sara DeVries, Board Clerk