

# **HERRICK DISTRICT LIBRARY BOARD MINUTES**

**January 29, 2026 | Holland, Michigan | 4:30 PM**

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## **Members Present**

Marroquin, Becker, Hillen, Kleinheksel, Kool, Van Allsburg

## **Members Absent**

Dewey, Petzak

## **Staff**

Director Kooiker, Assistant Director Williams

## **2026-01 | Approval of Agenda**

Upon motion by Hillen, 2nd by Kool, the agenda was approved at 4:35 p.m.

## **2026-02 | Consent Agenda**

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

## **2026-03 | Citizen's Comments**

There were no citizen's comments.

## **2026-04 | Friends of Herrick District Library**

The Friends are in their normal winter break period and have not met for a while.

## **2026-05 | Director's Report: January 2026**

### **Personnel**

Robbie Otto has joined our Circulation team as a library page. Welcome to Robbie. Staff member Ronda Woldring has announced that she will be retiring at the end of March. Ronda has worked for the library for nearly 25 years. Congratulations!

### **Lakeland Computer System**

Vanessa Walstra has been attending sessions on exploring a new computer system for Lakeland. The system we are currently using is not new and some libraries think that a new system will have greater functionality. The cooperative is seeking a bid on a system called Polaris and will decide within the next month or two if we are going to switch systems. Special thanks to Vanessa for participating in this vital part of what we do.

### **Programs**

There are many programs of note that we do but two to mention are the Cookie Crawl and Noon Year's Eve Program. The cookie crawl was held with downtown organizations. Over 500 groups participated in the Cookie Crawl and it was a great start to the holiday season. The Noon Year's Eve event is an annual event counting down to noon. This year we held it at the Holland Recreation Center in partnership with them. The team did an awesome job of organizing and performing at the event and we had nearly 1400 people attend. We are very pleased with the results. There are many more programs that happen and our programming team really works at having something for everyone in the community.

### **Building and Grounds**

Natalie and I met with Lakewood Construction because we have had some ongoing leaks. Lakewood has addressed all of the leaks on the main floor except one which they cannot locate the source of. They are still investigating. Lakewood also said that in the next year or two we will need to replace parts of the high roof that are beginning to fail. The high roof was not part of the remodeling scope. As we reviewed our collections and spaces post renovation, we found that we needed more shelves both in Jr Fiction and in the Large print. That shelving has been assembled and shifted. End panels for the shelf range in Jr fiction are on order.

### **Other**

Natalie, Connor and I met with Zeeland Library regarding contract payments. We will make that annual payment in March.

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The weather has been particularly challenging the past few weeks and we recognize the public trust that we have to be open when we can. The library has been able to maintain our regular hours during this time and due to the great efforts of the staff. I want to acknowledge that the staff is exceptional and they are doing good work.

Translation Devices grant: A grant for Pocket talk devices for all Ottawa County Libraries is being considered and we should hear news of that in the next few weeks.

### **Legal Update**

Legal advice says that the director search interviews are subject to open meetings. We will create an agenda, there will need to be an opportunity for public comment and the deliberations are also conducted in open session. We will also post notice of the special meeting according to open meeting regulations.

## **2026-06 | Trustee Comments**

Kleinheksel thanked the library for Noon Year's Eve.

Marroquin thanked the library for MLK event and is looking forward to LEVITATE.

Marroquin also expressed thanks for the library staying open during the extreme winter weather and considering the community's needs.

Kleinheksel mentioned Rob and Adrienne winning a statewide award for collaboration with West Ottawa schools.

Kleinheksel asked to note in the record her thought that the director's retirement open house overlapping the February board meeting should have been a board decision.

## **2026-07 | Committee Reports**

Finance Committee's next meeting was rescheduled for March 12, 2026. Policy/ Personnel met on January 8, 2026, next meeting is April 9, 2026.

### **2026-08 | Policy Updates**

Upon a motion by Kool, 2nd by Hillen, a motion passed to approve changes to the EAP Policy, Employee Conduct Policy, Health Insurance Policy, Long Term Disability Policy, Short Term Disability Policy, Service Awards Policy, Staff Development Policy, Harassment Policy, Technology usage Policy, and PTO policy as presented.

### **2026-09 | Gifts to the Library**

Upon a motion by Kleinheksel, 2nd by Kool, a motion passed to approve the gifts made to the library in the previous month.

### **2026-10 | Adjournment**

Upon a motion by Hillen, the meeting was adjourned at 5:49 p.m.

*Submitted by Connor Smith, Acting Bord Clerk*