

HERRICK DISTRICT LIBRARY BOARD MINUTES

April 30, 2026 | Holland, Michigan | 4:30 PM

Members Present

Kleinheksel, Becker, Hillen, Kool, Petzak, VanAllsburg

Members Absent

Marroquin,

Staff

Director Suszek, Assistant Director Williams, Assistant Vredeveld

2026-31 | Approval of Agenda

Upon a motion by Petzak, 2nd by Hillen, the meeting was called to order at 4:31 PM.

2026-32 | Consent Agenda

Motion by Kool, 2nd by VanAllsburg, the consent agenda was approved.

2026-33 | Citizen's Comments

There were no citizens present.

2026-34 | Friends of Herrick District Library

Advertising has begun for the Annual Book Sale, scheduled June 16-20 (Friends only on June 16, Bag Sale on June 20).

2026-35 | Director's Report: April 2026

Staff Updates:

Nikki Adams-Thatcher is the new Youth Services Librarian at Main. Nikki started in early April and comes to Herrick from a career in education. Nikki just completed her Master's degree in Literacy (CMU) this month as well. Jordan Kazen (Youth Services/Circulation) and Sophie VanSickle (Circulation) also completed master's degrees in library and information science this past month.

Staff Recognition

I am working with the management team to create a staff recognition system that acknowledges the outstanding work that happens at the Library. As we develop and finalize a set of organizational core values, the team's goal is to implement a recognition process that identifies staff who exemplify Herrick's values through their work both with the public and behind the scenes. I am hopeful that we have a process ready to share by this fall's all-staff, in-service day.

Board of Trustees at HDL's Staff In-Service

If approved, this year's all-staff in-service day will include an opportunity for the Board to connect with employees from across the entire Library. The personnel committee offered some recommendations related to organizing this portion of the day. As planning moves forward, I will share additional details and seek feedback to ensure this casual opportunity is impactful and fun for the staff and the board.

New Strategic Plan

The management team is also in the early stages of developing a new strategic plan. Some funding for this process has been included in the proposed (FY27) budget but the biggest lift of the plan will be developed internally through involvement of staff at all levels of the organization, the Board and our community.

Website

Over the last few weeks, I have met with LLC leadership and directly with our website/catalog vendor BiblioCommons to ensure continuity of service after LLC discontinues its cooperative agreement. LLC is still finalizing the details of an ILS procurement proposal to bring before the LLC Board of Directors, so a complete understanding of total costs and obligations is still unknown. Contingency funding related to website services, app development and the discovery layer is also included in the proposed budget to offset any unexpected needs that might arise.

Trustee Kleinheksel welcomed new Director Ron Suszek

2026-37| Committee Reports

Committee Reports – Finance Committee next meeting is May 7, 2026 (North Branch Community Room*); Policy/Personnel met on April 9, 2026, next meeting July 9, 2026.

2026-38| Resolution Calling for Public Budget Hearing

Upon a motion by Becker, 2nd by Kool, a resolution was passed calling for a public budget hearing on May 28, 2026 at 4:30 PM.

2026-39| 2026-27 Board Meeting Calendar

Upon a motion by Kool, 2nd by VanAllsburg, a resolution was passed to approve the board meeting calendar for the next fiscal year.

2026-40| Position Control and A.D. Salary Adjustment

Upon a motion by Hillen, 2nd by Petzak, a resolution was passed to create a new Business Office Specialist position at pay range E8 effective May 1, as well as to adjust the Assistant Director pay range to a level commensurate with the role the Assistant Director currently plays in the organization.

2026-41| Staff Handbook

Upon a motion by Kool, 2nd by Becker, a resolution was passed to approve the proposed updates to the staff handbook, which includes rescinding the current policy for part time paid sick leave, as recommended by the Policy and Personnel Committee. The revised version is replaced by the Paid Earned Sick Time for Part Time B Employees, which essentially the same in nature, but uses the approved wording required by the law.

2026-42| Staff Inservice Day Closure

Upon a motion by Hillen, 2nd by Petzak, a resolution was passed to close the library on October 12, 2026 for the purpose of staff in-service training.

2026-43 | Budget Amendment

Upon a motion by Becker, 2nd by Kool, a resolution was passed approving a budget amendment transfer of \$2500 from the contingency line to the North Branch programming line in order to reimburse HDL for costs associated with an author visit program where costs were shared with other organizations, whose payments have now been deposited.

2026-44 | Gifts

Upon a motion by Hillen, 2nd by VanAllsburg, gifts to the library for the present month were accepted with thanks.

2026-45 | Adjournment

Upon a motion by Hillen, the meeting was adjourned.

Submitted by Sara DeVries, Board Clerk