

HERRICK DISTRICT LIBRARY BOARD MINUTES

Thursday, July 30 | Holland, Michigan | 4:30 PM

Members Present

Marroquin, Hallam, Hillen, Kleinheksel, Kool, Petzak, VanAllsburg

Members Absent

Becker

Staff

Director Suszek, Assistant Director Williams, CR Manager DeVries, CDR Manager Walstra, Business Office Specialist Smith

2026-71 | Approval of Agenda

Upon a motion by Kleinheksel, 2nd by VanAllsburg, the meeting was called to order at 4:32 p.m.

2026-72 | Consent Agenda

Upon a motion by Hillen, 2nd by Kool, a motion carried approving the consent agenda.

2026-73 | Citizen's Comments

Ann Henriksen gave public comment.

2026-74 | Friends of Herrick District Library

Director Suszek attended the Friends of HDL board meeting last month where the friends presented a \$50K donation to the library.

2026-75 | Director's Report: July 2026

MERS Annual Actuarial Valuation Report

Together with Natalie and Connor, I met with our MERS representative to review the Library's Annual Actuarial Valuation Report. This report will be shared in detail at next month's Finance Committee meeting, and a summary of findings will be included in next month's Board Packet. The report illustrates the continued decline in funding level for the legacy defined benefit plan.

AED Units

The Library's AED units have exceeded their shelf-life estimate of 8-10 years. Presently, the Main Library has three units, one on each level, and North Branch has a single unit. The equipment should be replaced if the desire is to maintain access at the Library. Since the units are relatively expensive and because we have never (thankfully) had need to utilize a device, the question of how many units to re-purchase is being discussed. There is no requirement to have a device nor is there a standard that suggests one needs to be available on each level of the Main Library. Cost estimates for replacement are around \$3,000.00 per unit and require regular maintenance.

Audit Update

Administration is actively involved in the annual audit. We anticipate a clean audit for FY2026. During this process, potential changes to accounting practices are being explored. The Finance Director for the City of Holland will provide some background on options for how the Library budgets for compensated absences and capital expenses at the next Finance Committee meeting. These changes would be moved to the full board for consideration if the Finance Committee approves the recommendation.

Consulting Service RFP

The Library is in the process of developing and issuing an RFP for some consulting services related to the initial phases of our strategic planning process. While the Library will largely lead the development of the plan, we are looking for expertise in collecting community feedback (especially non-library users) and aggregating data. I am hopeful to have bids received in time for the August board meeting.

United Way

This year, the Library is participating in a staff initiative on behalf of United Way called Stuff the Bus. Over the next two weeks the Herrick Team can donate items

needed by school aged children across Ottawa County. Our goal is to donate 150 items but more so, to find a fun way to work together to support our community (outside of working at the Library).

2026-76 | Assistant Director's Report: July 2026

Personnel Changes

This month, we conducted interviews for a Circulation Page position. We hired Rebecca Bleitz who started on July 16.

Sophie VanSickle resigned. Sophie has worked at HDL for four years as a Youth Aide. She just finished her MLIS and has taken a job as a school media specialist on the east side of the state. Her last day will be July 31. Her position is now posted.

Coil Replacement

On July 1, a coil broke in the HVAC unit, creating a major leak in the south penthouse. There were several inches of standing water which started coming into the Youth Services department through the ceiling. We called in Trane to identify the problem and ServePro to help mitigate the water damage. Staff acted quickly to cover and preserve materials. We had to close off a section around the playhouse. It took several days (and a lot of noisy equipment) to get the area dry and reopen, but everything has been restored. The coil still needs to be replaced. It will cost about \$27,000 and require a crane to install. With lead time on parts and labor, this will be completed in the fall.

Lakewood Construction

Ron and I met with Tyler Current on July 10 to begin planning the roof replacement. Lakewood staff have been in the library since then scoping out the roof and preparing. We will have more definitive details soon, but we will likely see this work completed in September.

Community Engagement

I regularly meet with local organizations to build relationships or collaborate on events and services. This month, I met with:

6/27 Scott Rumpsa from Community Action House

6/27 Presented Community Art Project at Pride Festival

6/30 Jessica Pressley from Community Action House

7/8 LNA Arts and Culture Collective

7/8 Ron and I met with Scott, Jeff, and Melissa from CAH - annual stats review

7/9 Emily Christiansen from Cultureworks – discussed outreach vehicles

7/21 West Coast Chamber Connect Group - hosted and presented at HDL

7/14 Robyn Shoop from Park Theatre

7/15 Lucy Vilcans from Reach for Recovery

7/16 CAH and Museum – Little Women food drive collaboration

7/22 Loren and Michael from Museum on reinventing Spark Lab

7/24 Jan Dirkse from Refresh – Ryan Dowd platform training

7/24 Chad Elhart from Park Theatre – Equipment sharing

7/28 Tracy Bolo (Amplified Impact) and Melissa Connor (Renew)

7/29 D-Coffee (Downtown Business Meetup)

2026-77 | President/Trustee Comments

Trustee Becker has been reappointed to the board by Holland Township.

2026-78 | Committee Reports

Policy/Personnel met on July 9, 2026. Finance will meet on August 13, 2026 (4:30 PM at Main Library)

2026-79 | Board Officer Elections

- Elected Chair: Trustee Marroquin
- Elected Vice-Chair: Trustee Kleinheksel
- Elected Treasurer: Trustee Becker

2026-80 | Patron Conduct Policy

Upon a motion by Kleinheksel, 2nd by VanAllsburg, a motion passed to approve the recommended changes to the patron conduct policy.

2026-81 | Neighborhood Letter

Upon a motion by Hillen, 2nd by Petzak, a decision was made to send a letter to immediate neighbors in the vicinity of the library regarding some concerns of neighbors that the library has not resolved.

2026-82 | Fixed Asset Removal

Upon a motion by Hallam, 2nd by Kool, RFID self checkouts and related materials that have reached end-of-life and are no longer technologically supported were approved to be removed from the library.

2026-83 | Director's Contract

Upon a motion by VanAllsburg, 2nd by Hillen, the director's employment contract was approved as presented.

2026-84 | Gifts

Upon a motion by Kleinheksel, 2nd by Hillen, a motion passed to accept with thanks the gifts given to the library during the previous month.

2026-85 | Adjournment

Upon a motion by Kool, a motion passed to adjourn the meeting at 5:54 p.m.

Submitted by Sara DeVries, Board Clerk