

Special Library Board Meeting  
November 15, 2017

Members present: Elaine Ebeling, Leigh Rupinski, Carol Scholten, Margaret Wheeler, Barbara VanderVeen, Patti Walcott, Lenore Cook

Also present: Bethany Nettleton

AGENDA

- I. Welcome Bethany Nettleton, new Library Director
  - a. Official start date of November 27, 2017
- II. Board introductions
- III. Open Library Board position
  - a. Position will remain vacant until after Bethany starts and can be included in the interview process
  - b. Board will be allowed to see candidate application materials
  - c. Role of the Board currently to advise and liaise with the community, may want to be re-addressed moving forward
- IV. Library Board monthly meeting schedule
  - a. Currently set for the 3<sup>rd</sup> Thursday every 3<sup>rd</sup> month
  - b. Do we want to meet more frequently now?
  - c. Bethany will set the new schedule after she starts
- V. Accept nominations and vote for Board President and Secretary positions
  - a. Discussion about term limits
    - i. Currently there are no by-laws or policies in place for the Library Board either internally or through the Township Board
    - ii. Bethany will look into creating by-laws and Friends of the Library policies
  - b. Elaine Ebeling nominated to be the Board President unanimously with the understanding that there will be a term limit in place
  - c. Leigh Rupinski nominated to be the Secretary
    - i. She will send minutes to the Library Board members as well as the Township Board, via Laurie Richards
    - ii. Minutes will be shared on the Facebook page for transparency
- VI. Library staff review and newest employee
  - a. Brittany – Children’s Librarian
  - b. Kim, Ann, Lynn, Hanna – Circulation desk (part-time)
  - c. Ashley and Hilary – pages (part-time)
  - d. Hannah is newest employee – fills in as needed
  - e. Staff is all currently listed on the Library’s webpage
- VII. Misc. and Public Comments
  - a. Would be nice to have a social event for the Library Board and employees to get to know each other
  - b. Would also be nice to have a meet-and-greet for the new Director
    - i. Possibly have Friends of the Library group sponsor this
  - c. Nov. 20<sup>th</sup> at 6 pm: Friends of the Library informational meeting

- d. Dec. 2<sup>nd</sup> 11-3 library running Christmas-related programming in conjunction with Allendale Township's first Christmas tree lighting ceremony and the High School craft show
  - i. We should promote these events with the Township – Elaine will connect with the Township