

Library Board Meeting 9/20/18

Members Present: Elaine Ebeling, Patti Walcott, Carol Scholten, Kristen Borgman, Leigh Rupinski, Barb VanderVeen, Margaret Wheeler

Members Absent: Lenore Cook

Also Present: Lizzie Schab, Ashley Johnson, Kristy Sauder

- I. Introduction of the New Library Board Member – Kristen Borgman
 - K-12 librarian in Muskegon
 - Long-time resident in Allendale
- II. Introduction of New Youth Services Librarian – Ashley Johnson
 - First week on the job
 - Previously Outreach Specialist for KDL
 - Youth paraprofessional in Gaines Township previously
 - Pursuing her library degree currently
- III. Library Updates
 - a. Summer Reading Program Summary
 - Music theme
 - Roughly the same sign up numbers as last year
 - Next year the theme will be outer space
 - b. 2019 Budget
 - In process
 - c. Future Projects
 - i. Emergency Response Procedures/Training
 - Would like to develop written emergency procedures for things like: evacuation, tornado, medical emergency, emergency closing, active shooter, etc.
 - Consult with fire and police department, have them come in and do some training
 - Lizzie and 2 other staff certified in CPR
 - ii. Strategic Plan
 - Lizzie attended a workshop for new library directors that emphasized strategic planning
 - Within the next year, good idea to start thinking about/planning
 - Benchmarking study was done previously
 - Potential for focus groups with the community to ensure goals on track
- IV. Future Library Board Meeting Dates
 - Move to monthly meetings and then cut back when Lizzie is more comfortable
 - Nov. 1, 2018 next scheduled meeting
 - Dec. 6, 2018
 - Move back to third Thursday of January (17th)
- V. Old Business
 - a. Board status updates

- Township Supervisor had conversations with Senator Meekhof's office in hopes of temporary solution for language in legislation
- No further plans for immediate future, but anticipate re-establishment down the road
 - Consult with Shirley Buursma (KDL) after first of the year
 - No plans to sell library (as has been rumored)
- Also, revamping money handling procedures for security and ease
 - b. Electing successor positions
 - Board Chair and Secretary are both 2 year elected positions and we've reached the 1 year mark
 - Elaine Ebeling is current Chair, Leigh Rupinski is current Secretary
 - Vote:
 - Motion for Patti to be Secretary
 - Seconded by Margaret
 - Patti Walcott elected Secretary beginning Nov. 2019
 - Vote:
 - Motion for Margaret Wheeler to be Chair
 - Seconded by Patti
 - Margaret Wheeler elected Chair beginning Nov. 2019
 - c. Updating Advisory Board Bylaws
 - Margaret researched and collected data
 - Next meeting, Margaret will bring a possible draft for revision

VI. New Business

- a. Friends of the Library
 - Potential workshop on Oct. 4 for Friends of Michigan Libraries
 - Margaret can attend
 - Lakeland Co-op has been suggesting getting a Friends Group
 - Lizzie will contact Lakeland Co-op to see if someone can come speak about getting one started
 - Kristen will speak to her aunt who works in libraries at the East side of the state for ideas as well
 - Follow-up next meeting with strategies for moving forward
 - Patti: "I Love My Library" sticker fundraiser idea
 - Margaret: Outreach opportunity to connect with prisons for donating books
- b. Staff appreciation
 - People have reached out that they would like to meet new staff
 - Plan a day for staff meet-and-greet with cake – Monday might work best for staff schedules
 - October 8th set for Library Staff Appreciation Day
 - 12 total staff members
 - Send ideas for appreciation to Elaine
 - Barb will get a digital sign for the Township webpage; Elaine will get a sign for the library for story time

VII. Public Comment

- Library t-shirts, mugs, pens could be a good fundraiser opportunity
- Would be a nice idea to have little swag bags for signing up for a library card

VIII. Adjournment