

Library Advisory Board Meeting 3/1/2018

Members Present: Elaine Ebeling, Leigh Rupinski, Margaret Wheeler, Lenore Cook, Patti Walcott; Barb VanderVeen (Township Board Liaison)

Also Present: Bethany Nettleton (Director)

Members of the Public: Sarah Buist, Joel Van Wyngarden

Not Present: Carol Scholten

2. Public Comments

- Comment 1: How will Bethany bridge the gap moving forward with employees and patrons? It is important to her that the library continue; her child loves to come. Her concern is for moving forward.
 - Response: Bethany does not feel there is a gap with patrons; she is working at the desk and is working with the staff one-on-one. She believes it is all growing pains. There continue to be issues from the lines being cut early in the year. Bethany felt overwhelmed from the start due to these issues.

3. Approval of Meeting Minutes: February 15, 2018

- Lenore Cook was absent, not present
- Dieter Grant misspelled
- Motion to approve: Patti, Seconded: Margaret

4. Library Liaison's Report

- Township Board voted to take away voting rights of the Township Board representative
- Voted to extend Director's probationary period for another 90 days
- Township Board is pleased with the Director's parameters set in place
- Letter to the Township Board challenging the legality of how our library is set up
 - Advisory Board is not necessary to how the library is established
 - Issue of legality had been addressed previously
- New phone system in the Township
 - Library's phone system is newer but will be included in the upgrade
- First phase of Youth Services Librarian interviews tomorrow – 4 candidates will be interviewing tomorrow
 - Margaret will be representing the Advisory Board
- Margaret: Question of legality with the naming, which was changed a week ago
 - Barb and Bethany believe its semantics; Youth Services is more of an inclusive title
 - Bethany did not have permission to call the Youth Services Librarian by that title until recently, when the Township Board discussed it
 - Margaret: a copy of the job description could be sent to the Board
- Bethany asked for increased hours at the last Township Board
 - Township Board gave permission to increase hours if the staff wants that
 - We're getting to the place where we're thinking of hiring another staff member
 - ACA: If someone works more than 29 hours, you must provide healthcare
 - Cannot be an average of 29 per pay period anymore

- Internal posting to see if any staff interested in stepping up the number of hours they have

5. Director's Report

- Excellent candidates for the Youth Services position
- Everything starts in HR for the interview process
- Top 2 candidates will do a story time and parents will have an opportunity to provide feedback
 - This will be part of the Celebrity story time
 - Bethany will also email the Board
- Circulation Activity is materials requested (not bodies in the door)
- More people in Allendale use our library than go elsewhere
- Budget report from 2013-present
- Ann created the library newsletter
 - Insert is too costly to continue, will consolidate next version
 - Printed and shared in the library, in the township hall, and gave to lifelong learners, also available online
 - Makes sure her scheduling does not conflict with lifelong learners
- At the next Board meeting, Shirley Burlsma will do a training on being a library advisory board. She comes from KDL.
- Allendale has 2 full-time positions, 7 are 20 hr. part time

6. Old Business

- Still no way for public to contact library board members
 - Email activated, but no password yet; will get that from Adam soon
- Dates on the library website not updated; they were corrected on the Township page
- No progress on new library board member

7. New Business

- Question of establishment; do we want to work on the by-laws now or table?
- Township has not discussed this question yet
- If the Board decides we need to restructure, it will be low on the priority list
- Barb: Township Board is happy for now with the advisory board set up
- Original establishment documents may be at Knowlton House, but cannot be located at this time
- Next steps will be down the road
- Can consult Township Attorney at the Board meeting to ask for recommendation for re-establishment or not
 - Public Comment: A governing library board would be advantageous to the growth of the Library
 - Barb: Will be on the agenda at the next Board meeting

a. Library Board Bylaws

- Margaret: Move to table this for a future meeting and Board members can conduct research at home

- Next Township Board meeting: March 12, 2018 at 7 pm
- Next meeting for Library Advisory Board: June 21, 2018
 - Schedule Shirley to train at that meeting

- Barb suggestions: Have a public comment at beginning and end of meeting
 - Also suggests: not allowing for interaction and response with the public comment and have an expected time frame
 - Should have asked for names for public comment
 - Minutes should not be detailed
- Margaret: We should publicize the Michigan Activity Pass

8. Adjournment

- Adjourned at 8:28