

Big Rapids Community Library
Library Board Meeting Minutes
January 9, 2020

1. Call to Order

- The Library Board Meeting was called to order by Mae Emerson at 5:28pm.
- Board Members in attendance: Mae Emerson, Sharon Kuhn, Catherine Johnson, and Beth Schoenlein.
- Board Members absent: Jennifer Njenga
- Library Staff in attendance: Lauren Moran (Library Director) and Sarah Welch (Head of Programs and Services).
- Public in attendance: Paula Priebe

2. Reading and Approving of November Minutes

- The November 2019 Board Meeting Minutes were reviewed. The report required a few technical corrections but no change to content.
- Catherine Johnson motioned to approve November Minutes. All member in favor. Minutes were approved.

3. Correspondence and Communication

- None

4. Public Comment

- None

5. Financial Report

- The majority of the BRCL's book budget has been used. Lauren has asked the Friends of the Library to give money to purchase more books. They will assess their budget and make their decision in April.
- The Library has been preordering many items.
- Catherine Johnson motioned to approve the Financial Report. Beth Schoenlein supported. All members in favor. Financial Report was approved.

6. November 2019 Statistics Report

7. Library Director's Report

Provide quality information

- Sarah has continued going to the Big Rapids Middle School for the Pop-Up Library at lunch and Big Rapids High School for Lunch Book Club.
- Ferris students will be producing library promotional videos.
- The Library was able to purchase \$500 worth of Easy Readers due to a patron donation.

Assured equal access to all materials using appropriate technologies

- Amnesty is currently running. Currently we have waived fines for 119 patrons.
- Lights around the library have all been changed with LED lights. The City of Big Rapids had budgeted \$10,000 for this project. There is \$4,500 left after a rebate. The City of Big Rapids is looking to use that to replace the wall heater/AC unit in the lobby. The quote for this was \$2,500.

- Four laptop charging stations have been installed in the Media Room. Stools for this area have been ordered.
- Lauren has been looking into another internet option for the library. She has a meeting next week.

Upcoming events/other projects

- Talking is Teaching – They received an additional grant to make more bags. The Friends of the Library have donated \$500 towards this program. There will be bags to give out in the library.
- Phelps Free Libraries – Dave will be refurbishing them including adding breathing holes and making the doors self-closing. All the little libraries will need to be repainted.
- Scavenger Hunts are continuing to be successful. A new theme is picked each month.
- The DNR Passport Grant passed. The City Commission meets on January 21st to authorize the grant agreement. On Friday, January 10th City of Big Rapids Staff are meeting to discuss the next steps. The total project cost is \$300,000 with the city paying half.
- CompuGirls – Lauren and Sarah have been doing webinars. Both will be attending training in February.
- Sugarcube Igloo Contest is on Saturday, January 25th.
- Crafting for Kitties and Canines on Saturday, January 11th.
- Festival of the Arts starts in February. This includes a discussion of the Michigan Humanities Council’s Great Michigan Read book on February 5th and Lego Architecture Workshop on Thursdays.
- On April 20th, Dr. Mona Hanna-Attisha will be coming to speak.
- Jim Gill will be performing at the library on April 20th. The Friends of the Library gave \$1,500 for this event. Great Start also paid for this event.
- April 30th, Deirdre Fagan will have a poetry reading and book signing.

8. Old (Unfinished Business)

- None

9. New Business

- QSAC – Services
 - Essential CORE Quality Measures – Required
 1. Yes
 2. Yes
 3. Yes
 4. Yes
 5. Yes
 6. Yes
 7. Yes
 8. No – We will be conducting one in the future (last one was 2015)
 9. Yes
 10. Yes
 11. Yes – How can we do this better?

- 12. Yes
- 13. Yes
- 14. Yes
- 15. Yes
- Essential ELECTIVE Quality Measures – CHOOSE THREE
 - 1. Yes
 - 2. Yes – We try. No central communication.
 - 3. Yes
 - 4. Yes
- Enhanced CORE Quality Measures – Required
 - 1. No – 50 hours a week.
 - 2. Yes
 - 3. Yes
 - 4. Yes – Mecosta County Reads. Literacy Room.
 - 5. Yes – Local agencies information located on shared drive.
 - 6. No
- Enhanced ELECTIVE Quality Measures – CHOOSE THREE
 - 1. Yes
 - 2. Yes
 - 3. No – Need strategic plan.
 - 4. No
 - 5. Yes
- Excellent CORE Quality Measures – Required
 - 1. No – 55 hours per week.
 - 2. No
 - 3. No – We need to work on this.
 - 4. Yes – At the High School
 - 5. Yes
 - 6. No
 - 7. Yes
 - 8. Yes
 - 9. No
- Excellent ELECTIVE Quality Measure – CHOOSE THREE
 - 1. Yes
 - 2. Yes
 - 3. Yes
 - 4. Yes AV lending, No visiting patron borrowing.
 - 5. No
- Policy Revision
 - Lost and Damaged Materials
 - 1. Block will be removed when paid in full.
 - 2. Alert library staff to damage.
 - 3. Keep damaged materials for one month.

- Beth Schoenlein motions to approve Lost and Damaged Materials Policy revision. Catherine Johnson seconds the motion. All in favor. Motion is approved.

10. Unscheduled Business

- None

11. Next Meeting

- Next meeting is scheduled for March 12th at 5:30pm.

12. Adjourned

- Mae Emerson adjourned the meeting at 6:21pm.