

Big Rapids Community Library
Library Board Meeting Minutes
November 14, 2019

1. Call to Order

- The Library Board Meeting was called to order by Catherine Johnson at 5:31pm.
- Board Members in attendance: Sharon Kuhn, Catherine Johnson, Jennifer Njenga, and Beth Schoenlein.
- Board Members absent: Mae Emerson.
- 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 October Minutes

- The October 2019 Board Meeting Minutes were reviewed. The report required a few technical corrections but no change to content.
- Beth Schoenlein motioned to approve October Minutes. Jennifer Njenga supported. All member in favor. Minutes were approved.

3. Correspondence and Communication

- None

4. Public Comment

- None

5. Financial Report

- The Library has been preordering many items.
- Jennifer Njenga motioned to approve the Financial Report. Beth Schoenlein supported. All members in favor. Financial Report was approved.

6. October 2019 Statistics Report

- MConsole software has been updated. Tim from the City of Big Rapids purchased it for \$800. This software allows patrons to sign into the computers and printing. The computers give patrons a five-minute warning before turning off. The computers will turn off ten minutes before closing. Patrons will use their Library Card to sign-in to the computer. Guests of BRCL will need to go to the desk to get a guest pass. This will streamline the process.
- Lauren went through the AXIS360 materials to make the transfer to Overdrive. Not paying for AXIS360 will save the library money. The transfer will take four to six weeks.
- The numbers for Kanopy are low. The library should find other ways to advertise.
- Overall, the circulation numbers are up.
- The number of MEL loans are up. MEL has reconfigured their lending model. When an item is on order it is fulfilled from our immediate neighbors first, then from further away libraries. All libraries are claiming a rise in the loan numbers.

7. Library Director's Report

Provide quality information

- At the most recent Friends of the Library meeting Lauren asked them to contribute to a collaboration with Great Start to bring in Jim Gill. They will contribute \$1500. He is coming for Storytime and will be doing other dates around town.
- Talking is Teaching: Great Start Collaborative has received a grant for \$20,000 for training to impart the curriculum and curriculum packages. This is tied in with the Literacy Playground. The Friends of the Library helped with \$500. This is a state-wide initiative.
- Sarah is continuing to bring books to the Big Rapids High School and Middle School students during lunch that they can check out with their library cards.
- Lauren and Sarah attended Big Rapids school conferences at the High School, Riverview Elementary, and Brookside Elementary. This outreach program allowed them to make new library cards and inform the families about library programming.
- At the first of the monthly Family Movie Nights they watched Hocus Pocus. There were 21 community members in attendance to this interactive movie.

Assured equal access to all materials using appropriate technologies

- Computer software has been updated.
- Staff has continued to shift books off the top and bottom of the bookshelves to make them accessible.
- The credit card machine has been installed and is working. However, the method of processing fines is cumbersome.
- The Halloween Scavenger Hunt was a success with almost 400 visitors entering the library. This event also included crafts, candy, and a Halloween book and movie display.
- At the Fall Festival the library gave away 100 picture books.
- The heater in the lobby is not working. It will have to be rewired. Currently there is a space heater. If the library has the money, the heater in the ceiling will need to be updated.
- The handicap button in the lobby does not work. It will have to be hardwired.
- LED lights will be put in during the month of January. This will save money on the library's electricity bill. There are also rebates available.
- The Mary Ryan bench is now in the lobby. It will stay there through the winter then will be placed in its planned for home outside.

Upcoming events/other projects

- Talking is Teaching
- CompuGirls – Lauren and Sarah viewed a webinar last week. Sarah will be attending training in February.
- Santa is visiting the BRCL on December 17th from 5:00 to 7:00pm.
- 2nd Annual Solstice Social will be on December 21st from 12:00 to 5:00pm. This craft fair will be set up the same as last year.

- Amnesty is still happening in January.
- February 5th at 3:00pm will be the Great Michigan Read book discussion. Copies of *What the Eyes Don't See* by Mona Hann-Attisha.
- Kayla will be doing a program in January to create toys and blankets for cats and dogs. These items will be donated to a local shelter.
- Can we bring back the 3D printer that we had last year?

8. Old (Unfinished Business)

- Meeting Room Policy revision. Catherine Johnson motioned to accept the revision as it is presented. Beth Schoenlein motioned to approve the revision. Sharon Kuhn supported. All members in favor. Policy revision was approved.
- Circulation Policy Revision.
 - Children 12 and under will have fine free cards. They will not be able to check out anything until their overdue items are returned. They will also be charged for damaged and lost items if needed.
 - MEL loans are unavailable for Ferris students, non-residents, non-resident students, and homebound.
 - Catherine Johnson entertains a motion for approval. Sharon Kuhn motioned to approve the revision. Jennifer Njenga supported. All members in favor. Policy revision was approved.
- Amnesty in January
 - Will this help to bring back patrons?
 - Will these patrons re-offend?
 - Can a report be created to see how many patrons take advantage of Amnesty?
 - How will we know if this is effective?

9. New Business

- Lauren would like to build a laptop bar in the Media Room. Some of the DVD shelves will need to be moved. This will allow for privacy for patrons as well as a place to plug in their laptops and work.
- Phelps Libraries: The library by the church is moldy. They were never properly waterproofed. Dave Hamelund is checking to see if he can replace it. We will need to decorate the new ones after they have been waterproofed.
- QSAC – Governance/Administration
 - Essential CORE Quality Measure – Required
 1. Yes
 2. Yes – Needs to be on the website. To be posted after Library Board approval.
 3. No – Update bylaws
 4. Yes
 5. Yes
 6. Yes
 7. Yes – Audit and insurance through the city.
 8. Yes

- 9. Yes
- 10. Yes
- 11. Yes
- Essential ELECTIVE Quality Measures – CHOOSE ONE
 - 1. Yes
 - 2. No – In the future
 - 3. Yes??
 - 4. Yes
- Enhanced CORE Quality Measures – Required
 - 1. Yes – Check the library’s value
 - 2. No – In the future
 - 3. No – Look into reference guide
 - 4. Yes
 - 5. Yes – United for Libraries. How can we track this?
- Enhanced ELECTIVE Quality Measures – CHOOSE ONE
 - 1. ??
 - 2. Yes
- Excellent CORE Quality Measures – Required
 - 1. Yes – Check the Library’s value
 - 2. No – Part of the strategic planning process
 - 3. No
 - 4. Yes??
- Policy Revision Schedule 2020.
 - The last review was in 2017.
 - Library Board Members – bring your policy manual to the next meeting.
- Library Brochure
 - Includes updated library and library card information. It puts everything in one place.
 - Can the font and letter spacing be adjusted?

10. Unscheduled Business

- Public Comment by Paula Priebe
 - December is the deadline for the DNR Passport grant. We received 20 more points at the last revision ending with 190/240.

11. Next Meeting

- Next meeting is scheduled for January 9th at 5:30pm.

12. Adjourned

- Catherine Johnson adjourned the meeting at 6:31pm.