

**Big Rapids Community Library
Library Board Meeting Minutes
August 14, 2018**

The Library Board meeting was called to order by C. Johnson at 4pm.

In attendance: Catherine Johnson, Alma Wortley, Sharon Kuhn, Beth Schoenlein, and Chris Cook, Assistant Library Director (Acting Director).

Absent: Mae Emerson

The March 2018 and June 2018 board meeting minutes were reviewed, with the only correction being the spelling of Beth's last name (Schoenlein).

Wortley moved that both sets of minutes be approved; seconded by Schoenlein; motion carried with aye votes.

Correspondence and Communication – None.

Public Comment – None.

Financial Report and Approval of Expenditures-

June and July Revenue and Expenditure Report – Library

These reports have not been completed by Chris. She hopes to have them available for the September meeting.

June and July 2018 Revenue and Expenditure Reports – City

These reports were reviewed by the Board. Kuehn offered a motion that they be accepted; Wortley seconded it; motion carried with aye votes.

Circulation and General Statistics

The circulation and general statistics were reviewed, for both 2017-2018 (with the June 2018 data as the last of that fiscal period) and the 2018-2019 spreadsheet, showing the July 2018 figures.

Summer Reading Items and Other Summer Library Programs Statistics

Information on attendance for various summer programs plus the number of people who signed up for the various age-group specific programs & challenges were presented and reviewed by the Board.

Director's Report August 2018, primarily covering June and July 2018 items for the library–Submitted by Chris Cook, Acting Director (Library Assistant Director)

The mission of the Big Rapids Community Library is to provide quality information and assure equal access to all materials using appropriate technologies. The Big Rapids Community Library staff is working together to accomplish the library's mission.

Provide Quality Information:

- Book/Story Walk “Off and Away” at the downtown Big Rapids 1st Friday event (7/6)
- Booth at Farmer’s Market every Friday starting 6/15 and through July.
 - o Library events promoted; patrons signed up for library cards; etc.
- Scholastic Book Fair – folks could purchase books, and the credits earned at the sale allow the library to spend about \$300+ on books for our collection.
- Booth at the Community Block Party on the hospital campus.
- Summer reading events, including story times @ the library and at City Hall/Farmer’s Market day.

Assure equal access to all Materials Using Appropriate Technologies

- Finalized agreement with Overdrive and Up North Digital to have Big Rapids Community Library patrons able to check out eBooks and eAudiobooks from the consortium.
- Little Phelps Free Libraries. Of the 11 libraries, 10 of them have found a home (2 of them to be installed in August.)
 - o Please note that one has been stocked and installed in Anna Howard Shaw Memorial Park. Following up with those to be installed in the city parks.
- Audiobook sale from a company going out of business provided opportunity to purchase approximately 100 books on cd for adults, teens & kids at bargain prices.

Things which are noteworthy

- New director hired; currently scheduled to begin October 15th
- Chris officially listed as Acting Director by H.R. as of approximately July 31.
- Asked H.R. for 2 additional Ferris work-study pages (3 currently expected to return this fall). With so many outreach programs, the total hours worked limitations placed on part-time staff requires the need for more staff. (Summer pages have finished working for the library, except one high school person.)
- Summer Reading program this year ended August 3rd with August 10th last day to claim prizes.
 - o This year’s program included special “raffle” prizes for the 4 different age groups too.
- Summer Programs at the library went beyond events connected only to the summer reading program: like, four movies in the park; bee keeping presentation; Harry Potter’s Birthday Party; a Pride Party, and a Wonder Woman event.
- Community Gardens. All the plots were planted this year. Since the majority did not get rented, the library used seeds from the Seed Library to make sure vegetables and/or flowers were in each plot. Howard waters all of the plots as needed.
- Mural hung on the front of the building; artist not happy that it was sealed.
- Health department grant provided, 4 “Food for Health” sessions in June and July for staff only, plus one staff only yoga program. Final sessions will be in August.
- Health department grant included 2 “open to the public” yoga sessions.
- Tirzah Price and Emalie Schuberg have both gotten their “Limited Professional Library Certification” from the Library of Michigan. (They attended a 3-day training in order to be eligible for this.)

- Howard participated in the summer lunch program at the middle school twice this summer, and will be at their closing carnival in August.
- We have a partnership now with the Big Rapids Camera Club so their meetings (and topics) are posted on the library's event calendar for better exposure.
- Reminder that the Friends of the Library Book Sale, 8/31 & 9/1 at Anna Howard Shaw Memorial Park (and 9/3 at Hemlock Park)
- FUTURE COMMITMENTS:
 - o National Night Out
 - o Book/Story Walk at Farmer's Market, where we provided the book, Howard to read the ending of the book throughout the day, and a collection point for tokens for folks to get additional farmer's market vouchers and one additional book. (Our contribution was the book pages for "Up in the Garden and Down in the Dirt", Emalie designed the token, books, etc.)
 - o Part of Tuba Bach Passport program (September – October)
 - o Summer Fest downtown
 - o Bulldog Days
 - o 1st Friday in August
 - o Arranging attending staff meetings at all local schools

Other Projects Include:

- PayPal or other credit card accepting program. Still no approval from the City.
- Roof bid. Engineering specs have been the hold up; no other update.
- HVAC system. Just a note, that the noisy workings of part of the system on the 2nd floor have been investigated by the technicians. At some point in time, a replacement may be needed for the system. Eric at the City is aware of that; might be a point of CIP money eventually or wait until the system fails. Unclear.

Old Business-

- Roof repair still pending. Chris will ask Eric at City for an update; they had been waiting for the engineer's report. Money has been budgeted and hope to be completed before cold weather. Will update Board.
- Early Literacy Playground. Board would like to know when water line and hydrants might be installed. Hammock posts and benches were being fabricated by Hamtech but have not been installed. Chris will follow up on both items and update the Board. As for going forward with purchasing any other items and installation of any features, Board hopes to get a report from Miriam that can be passed on to the new director. The hope had been to have some additional features installed this year to keep some momentum going on the progress of the park.
- Only one Little Phelps Free Library not assigned to a location. Mark Sweppenheiser has one pending installation with Spectrum Health. The Board asks the city DPW when the two libraries will be installed in the parks, as agreed upon.

New Business –

- Lauren Moran hired as new director, to start October 15th.
- City OK'd 2 additional Ferris Work-Study pages for the fall term.

- Chris said that the Friends of the Library are currently looking at a wall hanging for the library, to be in memory of Mary Ryan. They will present their request to the Library Board in the future.
- Chris asked if the Board would be interested in having additional statistics related to the social media platforms the library uses (Facebook and Instagram), our website, and the weekly e-newsletter. The Board is interested so Chris will ask Emalie to gather them and make a presentation to the board in September to explain them too.

Unscheduled business – None.

Next meeting is Tuesday, September 11, 2018 at 4 PM.

C Johnson adjourned the meeting at 5:10 PM.