

Big Rapids Community Library
Library Board Meeting

Agenda
November 12, 2020
Meeting held via Zoom

1. Call to Order

- The Library Board Meeting was called to order by Catherine Johnson at 5:32pm.
- Board Members in Attendance: Catherine Johnson, Sharon Kuhn, Chelsea Mitchell, Jennifer Njenga and Beth Schoenlein.
- Library Staff in attendance: Lauren Moran (Library Director) and Sarah Welch (Head of Programs and Services).
- Public in attendance: Paula Priebe (Community Development Director)

2. Reading and Approval of October 2020 Minutes

- The October 2020 Board Meeting Minutes were reviewed.
- Beth Schoenlein motioned to approve the October Minutes. Chelsea Mitchell supported. All members in favor. Minutes were approved.

3. Report of the Library Director

- The Library opened for limited hours with lobby service and computers on November 6th, 2020.
- The library was closed due to staff Covid-19 exposure from October 24th to November 5th.
- November Take & Make kits are available. Supplies have been purchased for the kits December through March.
- Rbdigital service expires. eMagazines will function through February 2021. Not all the audio content will be transitioned to Overdrive. More information about the content and the transition will be coming.
- Web crawls were added to the website to showcase more book and audiovisual titles.
- Security Audit completed by the Big Rapids Police Department
- Catch Em in the Cradle books, purchased by the FOTL, were donated to the Spectrum Birthing Center.
- MEL resources links were added to the catalog resource page.

4. Old Business

- The dates for the 2021 Board Meetings have been scheduled. Each meeting is scheduled as a Zoom meeting.

5. New Business

- QSAC - Public Relations

- The Library does not currently schedule an annual walk-through in and outside the library to assess its appearance and the image it projects. Should this be added to one of the Library Board meetings so that the Library Board can do this evaluation? Or, offer this opportunity to patrons as a Library open house?
- The Library slogan, “You’ll Find It Here,” ties in with the City of Big Rapid’s slogan, “You’ll Love It Here.” Does this slogan say enough about the Library? Could we do a contest with patrons to help pick a new slogan?
- The Library does not regularly engage their community via focus group or survey but is looking to put together a survey to begin the process of strategic planning.
- Currently, the only ways the Library is distributing informational material is through the newsletter and social media. How would we get the community leaders to look at or access our information?
- Collection Development Policy
 - Acquisition of materials by patron’s request: at what point does the library say that is the limit of what the library can accommodate?
 - Beth Schoenlein motions that the Library adopts the Collection Development Policy as outlined by Lauren Moran. Jenn Njenga seconds the motion. All members in favor. The Collection Development Policy has been approved.

6. Public Comment

- There is nothing new to report concerning the DNR Grant. No final designs have been confirmed.

7. Next Meeting

- The next meeting is scheduled for January 14, 2021 at 5:30pm.

8. Adjournment

- Catherine Johnson adjourned the meeting at 6:26pm.