

Big Rapids Community Library - Library Board Meeting

Held in Community Room at the Big Rapids Community Library

November 9, 2023

1. Call to Order

- The Library Board Meeting was called to order by Sarah Lucas at 5:30 pm.
- Board Members in attendance: Laura Herron, Sarah Lucas, Chelsea Mitchell and Mike Ryan
- Board Members absent: Ralph Crew
- Library Staff in attendance: Lauren Perkins (Library Director) and Sarah Welch (Head of Programs and Services)

2. Reading and Approval of September and October 2023 Meeting Minutes

- The October 2023 Meeting Minutes were reviewed.
- Chelsea Mitchell motioned to accept the October 2023 Meeting Minutes. Mike Ryan supported. All members in favor. Minutes were accepted.
- The September 2023 Meeting Minutes were reviewed.
- Laura Herron motioned to accept the September 2023 Meeting Minutes. Mike Ryan supported. All members in favor. Minutes were accepted.

3. Correspondence and Communication

- none

4. Public Comment

- Michelle Strenger (Director of Community Development, City of BR) - The repairing of the front steps has been moved to spring 2024.

5. Financial Report

- Reviewed.

6. Report of the Library Director

- Reviewed statistics.
- The front steps were scheduled to be worked on/replaced in October. That has been postponed until the spring.

- We should prioritize some of the following projects when we consider our strategic plan: carpet, paint, renovate basement bathrooms, RFID Conversion, bookmobile, and creating a part or full-time children's librarian position in the future.
- Sarah and staff worked on shifting and weeding projects to improve accessibility and create displays to market and merchandise the books in the AFIC and ANF sections.
- Director completed the Budgeting segment of the Financial Management Course, next is purchasing.
- Howard and Jean attended Trunk or Treat at the Fall Festival and handed out over 400 books.
- FOTL supplied money to purchase those materials and board books for the hospital birthing center. The Rotary Club of Big Rapids also donated \$250 to purchase books for the hospital birthing center.
- The Library Director is applying for a grant from the ALA. The Small and Rural Communities Grant will be written to fund and expand the current Homebound program. The goal is to pay for rotating large print material, staff time, and kindles to bring as outreach to local resident facilities.
 - Mike Ryan motioned to approve applying for the grant. Chelsea Mitchell supported. All members in favor. Motion has passed.
- The library will be closed the following days:
 - November 23-24
 - December 23-26
 - December 30-January 1, 2024
 - The 14 of December will be a staff training day.
 - January 15

7. Old/Unfinished Business

- Scheduling the 2024 Board Meeting dates
 - Meeting time changed to the first Wednesday at 5:30 PM except for March which will meet on the second Wednesday.
 - No meetings in February, July, and December

- January 3, March 13, April 3, May 1, June 5, August 7, September 4, October 2, November 6.
- Mike Ryan motioned to accept the dates for the 2024 Library Board schedule. Sarah Lucas supported. All members in favor. The 2024 Library Board Meeting dates have been accepted.
- Strategic Planning
 - What do we want to do differently from our previous strategic plan?
 - What events do we and our community want to see at the library?

8. New Business

- Short Takes for Trustees: Friends & Foundations
- Green Township Millage
 - Did not pass.

9. Unscheduled Business

- none

10.Public Comment

- none

11.Next Meeting

- The next meeting is scheduled for Wednesday, January 3 at 6:17 pm.

12.Adjournment

- Sarah Lucas adjourned the meeting at 6:34 pm.