

# **Big Rapids Community Library - Library Board Meeting**

Held in Community Room at the Big Rapids Community Library

January 12, 2023

## **1. Call to Order**

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

## **2. Reading and Approval of November 2022 Meeting Minutes**

- The November 2022 Meeting Minutes were reviewed. The report required a technical correction but no change to content.
- Chelsea Mitchell motioned to approve the November 2022 Meeting Minutes. Ralph Crew supported. All members are in favor. Minutes were approved.

## **3. Correspondence and Communication**

- Wanda V. Turner Revocable Trust
  - Received correspondence from Jordan Balkema Elder Law Center
  - Library Board requested that recognition of this trust be in the Pioneer when settled

## **4. Public Comment**

- Library Patron
  - Recommends a suggestion box in-person or online for patron suggestions/public input
  - Appreciates the ability to place reserves and having them pulled
  - Is there a way for library holds to be accessible earlier in the morning?
  - Essay/writing about library from their child

## **5. Report of the Library Director**

- State Aid Report submitted
- Submitted two CIPs to the City of Big Rapids, one for the entrance and stairs to be replaced and one for RFID/Self-Checkout automation upgrade
- Barton, Colfax, Grant, Green, Norwich Township meetings attended
- Save-the-Date: Mental Health First Aid Training at the Library on April 20, 2023
- Library will be closed January 16 for MLK Jr. day
- Circulation Statistics:
  - Checkouts FY 2023 to Date: 28,832 - Renewals FY 2023 to Date: 14,825 - Total Saved FY 2023 to Date: \$499,974 - Searches FY 2023 to Date: 24,992

- Checkouts Calendar Year to Date: 740 - Renewals Calendar Year to Date: 494 - Total Saved Calendar Year to Date: \$14,713

## 6. Old/Unfinished Business

- Township Contracts

- Lauren Perkins and Catherine Johnson attended township meetings including: Barton, Colfax, Grant, Green Charter, and Norwich
  1. Barton Township requested more information
  2. Two dozen library supporters went to the Colfax Township meeting. The township board will be forming a committee to negotiate with the Library Board.
- June 30, 2023 is the deadline the library is giving townships to get a contract with the Library or their residents will no longer have residential library service.
- Mike Ryan motioned that the library accepts the deadline for the townships to contract with the Library Board or their residents will be considered to be non-residents and will pay the annual fee. Chelsea Mitchell supported.
  1. Lauren Perkins recommended that all cards for townships with no contract be closed/canceled after the June 30, 2023, deadline.
  2. Mike Ryan motioned to amend the previous motion to include the June 30, 2023, date for the deadline.
  3. Updated motion reads as: Mike Ryan motioned that the deadline between the library and the townships will be June 30, 2023. The townships have an obligation to contract with the Library Board at this time or their residents will be considered to be non-residents and will pay the annual fee. Chelsea Mitchell supported.
  4. Roll Call Vote: Ralph Crew - yes; Mike Ryan - yes; Catherine Johnson - yes; Chelsea Mitchell - yes. Motion passed.
- If a township wishes to continue service while waiting for a vote on a millage, what would they pay? Will there be a formula? And how long can a township extend past the deadline?
  1. Mike Ryan motioned that if the townships have not made a contractual agreement with the library by June 30, 2023 they will pay a monthly fee based on the annual cost.
    - a. The Library Board postponed this motion until the March Board Meeting so they can get a better sense of what the townships are thinking and if any negotiation will occur.
- Catherine Johnson, Board Chair, will send a letter by certified mail to townships reiterating the information and giving them the June 30, 2023 deadline.

1. This letter will be agreed upon by all board members before sending.

**7. New Business**

- Open Lobby from 10:00 am to 11:00 am for reserve pick ups
  - Pilot program begins now to May board meeting
  - Ralph Crew motioned that the lobby be opened from 10:00 am to 11:00 am as a pilot study from Monday to Friday. Chelsea Mitchell supported. All members are in favor. Motion passed.

**8. Unscheduled Business**

- Lauren Perkins, Library Director, will follow up with Melissa Hauger concerning insurance for Library Board members.
- Mike Ryan asks for library staff to place a flyer at the circulation desk with information concerning the townships who are in discussions for contracts.

**9. Next Meeting**

- The next meeting is scheduled for Thursday, March 9 at 5:30 pm.

**10. Adjournment**

- Catherine Johnson adjourned the meeting at 6:58 pm.