**Big Rapids Community Library**

**Library Board Meeting Minutes**

**March 14, 2019**

The Library Board meeting was called to order by M. Emerson at 5:30 PM.

In attendance: Mae Emerson, Catherine Johnson, Alma Wortley, Chris Cook (Assistant Director), and Lauren Moran (Director).

Absent: Beth Schoenlein and Sharon Kuhn

Other Attendees: Paula Priebe

**Meeting Minutes**

The January 2019 Board Meeting Minutes were reviewed. C. Johnson made a motion to approve the minutes as presented; A. Wortley seconded it. The motion to approve passed by voice vote.

**Correspondence and Communication** – None.

**Public Comment** – None.

**Financial Report**

*January/February 2019 Revenue and Expenditure Report from City of Big Rapids*. The report was reviewed. A. Wortley made a motion to accept the report; C. Johnson seconded it. Board approved accepting the report.

**Circulation and General Statistics**

The circulation and general statistics were reviewed for the month of December, 2018. The report will be placed in the file.

**Director’s Report (Lauren Moran)**

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:

* Women’s History Month Display
* Purchased books to replenish Books Around Big Rapids with our Scholastic Dollars
* April 29-May 5th Information for Screen Free Week
* Free pamphlets Michigan History, Constitution, etc.
* NIDA (National Institute on Drug Abuse) pamphlets:
* Drugs & the Brain Wallet Card
* Commonly Abused Drugs: Prescriptions and OTCs
* Marijuana: Download the Facts Spanish & English Poster
* Marijuana: Facts Parents Need to Know
* Marijuana: Facts for Teens
* Mind Over Matter: The Brain's Response to Marijuana
* Drugs: Shatter the Myths Heads Up: Real News About Drugs and Your Body
* Opioid Facts for Teens
* Family Checkup: Positive Parenting Prevents Drug Abuse
* Requested free wellness toolkits from NIH: Your Surroundings, Your Feelings, Your Body, Your Relationships, Your Disease Defense

Assure equal access to all Materials Using Appropriate Technologies

* Festival of the Arts programs held at the Library
* Chris Cook provides technology classes and help
* Staff does an excellent job of notifying people of our available digital resources
* Purchased replacement headphones for computers

Other Projects Include:

* Library playground – Gathering letters of support from FOTL, Liza Ing, Ed. D., Director, School of Education, FSU
* Dave Hamelund donating 4 new Phelps Libraries
* New vendor for media, Midwest tape, with updated branding
* How Does Your Garden Grow? Collaboration with local farms to provide gardening information to supplement our Seed Library
* Borrowed Makey-Makey and Teknikio Kits from MMLL for programs
* Hosting Michigan Works program that evaluates workers after 40 hours to develop their employment skills
* Mecosta County Reads
* RIPL Scholarship to attend Research Institute for Public Libraries Conference in August

Upcoming Events:

* Money Smart Week March 30th-April 6th: Credit Union doing a program with kids, free books to hand out.
* March 21st Birding vs. Birdwatching
* March 26th Chickens 101
* April 18th Poem in Your Pocket Day/Poetry in the Park
* Acting Classes in Tuesdays in April at 4pm from Ferris Drama Students
* Robert Downes 4/25 Biking Northern Michigan
* Family Expo April 27th

**Old (unfinished) Business**

* Letter of Support for library playground. Board approved signing the Letter of Support that was passed around to be reviewed. Letter is needed to accompany the City’s application for the DNR Grant for the Anna Howard Shaw Memorial Park playground project.
* Updated playground plan (completed diagram) to be finalized soon and Lauren will bring to the next Board Meeting.
* Strategic Planning Process: as the first step in this process, Lauren provided examples/samples of Mission and Vision Statements to the Board Members. Would like to discuss changing or updating the library’s mission/vision statements. At the April Board Meeting, the agenda will include a discussion and possible decision on such new statements.

**New Business**

* Lauren presented a possible Safe Child/Children’s Room Policy to adopt since the library currently does not have one in place. After discussion, those Board Members in attendance endorsed the need for the policy and the wording that was presented. Since 2 board members were absent, the policy will be voted on at the April meeting.
* Lauren has been contacted by the Board President of the Pathfinder District Library (Baldwin) about a project they are undertaking with the Lake County Historical Society to get the “Lake County Star” newspaper digitized. BRCL has several years of the “Lake County Star” on microfilm and we are being asked to “loan” our microfilm copies to them so they can have them digitized, which will allow them to save several thousand dollars. After they are digitized and indexed, BRCL and everyone would have access to them. (Currently, there is no indexing of these microfilmed newspapers.) A motion was made to allow this collaboration and a voice vote passed this motion.
* 2020 Census will primarily be online next year. Libraries are being reminded of this and that they may need to be prepared to help patrons get access to the census form. The Census Bureau and other government agencies are also getting prepared since some follow-up will be required in person and/or on the phone. Will volunteers be needed at the library for certain days and hours that some help will be provided? Just the first time this was talked about at the Board Meeting but more information to be shared as it becomes available and if a plan is organized for the library’s participation.

**Unscheduled Business** -- None.

Next meeting scheduled for April 11, 2019, 5:30 PM.

M. Emerson adjourned the meeting at 6:26 PM.

Respectfully submitted,

Chris Cook, Assistant Library Director