

Big Rapids Community Library
Library Board Meeting Minutes
October 10, 2019

1. Call to Order

- The Library Board Meeting was called to order by Mae Emerson at 5:30 pm.
- Board Members in attendance: Mae Emerson, Sharon Kuhn, Beth Schoenlein, Catherine Johnson, and Jennifer Njenga.
- Library Staff in attendance: Lauren Moran (Library Director) and Sarah Welch (Head of Programs and Services).
- Public in attendance: None.

2. Reading and Approving of September Minutes

- The September 2019 Board Meeting Minutes were reviewed. The report required a few technical corrections but no change to content.
- Catherine Johnson motioned to approve minutes. Beth Schoenlein supported. All members in favor. Minutes were approved.

3. Correspondence and Communication

- None.

4. Public Comment

- None.

5. Financial Report

- The Library is a quarter of the way through the fiscal year.
- The Library has used 50% of the named budget for the year but that is because we do a lot of preordering.
- A new roof, new HVAC system, and a new handrail have been purchased.
- The elevator receives a monthly service check-up which is already expensive. Lauren suggests that the next capital improvement be on the elevator.
- Catherine Johnson motioned to approve the Financial Report. Sharon Kuhn supported. All members in favor. Financial Report was approved.

6. September 2019 Statistics Report

- The Circulation and General Statistic Report has been amended. Chris Cook was using circulation counts from Crossroads. Lauren was unaware of this until now.
- Library Card numbers from Barton Township have increased.
- Homebound numbers have increased.
- Student Cards from the Elementary School have increased as well, now that the children are back in school. Parents fill out a library card application at home and return it to their child's school. The library supplies a sticker barcode that is left at the library. The school chooses to limit the students to a two-item checkout; the library does not limit them.
- The numbers from Kanopy have been added to the Statistics Report. There are a lot of people looking at Kanopy but not as many people using it. It is a plus for kids. Not everyone has access to a smart TV or phone to use this resource.

- The numbers for RBDigital have not been included due to the fact they are released on the day of the Library Board Meeting.
- Migrating to Overdrive from Axis360 is in progress.

7. Library Director's Report

Provide quality information

- The Census Recruiter had more dates in September.
- Lauren added the Beginning and Advanced Director's Workshop and it brought to light some interesting things.
- The books purchased with the \$1000 Consumer's Health Grant have continued to come in. Many are currently being processed. They will be displayed in the bookshelf on the second floor.
- The BRCL Literacy Room was evaluated by an archivist. They offered recommendations on what we can do to give access and how to properly store things. Lauren will email this information to the board.
- There is a horror book and film display on the first floor.
- Staff meetings have begun in September.

Assured equal access to all materials using appropriate technologies

- The carpets throughout the library have been cleaned.
- The interior ADA push button has been repaired and replaced.
- The outside handrail has been repaired and replaced.
- Library computer software has been updated. A new version of MConsole has been ordered and will be installed next week. The City of Big Rapids paid \$800.
- Lauren is looking at e-rates that offer a discount for libraries.

Upcoming events/Other projects

- Teen Lunch Book Club – Sarah goes to the Big Rapids High School four times a month to meet students during their lunch. This is an opportunity for students to sign-up for library cards and check out library materials.
- Fall Festival – The City of Big Rapids is starting their Costume Parade line up at the library. We are offering crafts for the kids as they wait. The library will also be giving out Halloween books to the first 100 kids that come.
- Family Movie Night – Starting in October, the library will be offering a Family Movie Night once a month. The October showing will be an interactive viewing of Hocus Pocus.
- Staff Training – Kayla and Howard went through Mel training.
- 3rd Grade Class Visits – On October 21, 23, 28, and 30th the third-grade classes will visit. They are working on an animal research project and will be using our computers and print material.
- The Organ Donor Drive is today. So far we have signed up four people.
- Monday, October 14th is Indigenous People's Day. There will be a program at the library at 4:00 PM. Scott Herrin is supplying content.
- Bat Week – October 28th to November 1st
- Storytime – will have a special Halloween event.

- NaNoWriMo – Starts in November.
- National Picture Book Week – November 4th to November 10th.
- International Games Week – There will be one night for families and one night for teens and adults.
- Future Grants
 - CompuGirls: Waiting on them for further information.
 - Grow with Google: Cayden has been working on ideas for computer classes next summer.
 - Kaboom: This was sent to the City of Big Rapids' lawyer. The City would have to purchase things a certain way. Money would be given for playground equipment; up to \$15,000 but purchasing through a specific vendor is required.
 - DNR: The library should find out soon. Lauren will send email to board.

8. **Old (Unfinished) Business**

- 2020 Library Board Meetings (9 in total, no meeting in Feb, July, or Dec)
 - October 10, November 14, January 9, March 12, April 9, May 14, June 11, August 13 & September 10.

9. **New Business**

- Meeting Room Policy
 - It is a liability issue to have the meeting room in use when the library is not open. A patron had asked to use it on Thanksgiving.
 - Currently the policy is to check out a key with a patron's library card. Depending on the time of the event, there might not be staff at the library to know when the event attendees leave. They could possibly stay until morning unattended.
 - There are also issues scheduling programs because there are so many people booking the room. Applicants can book online which does not require approval from the library.
 - There is a fee to rent the room but not for non-profit events. Most claim non-profit to get the zero fee.
 - Lauren recommends that the Library Board update the policy on room rentals.
 - Lauren has already removed the remote scheduling.
 - Can we limit access to the key? Currently the cost for key replacement is \$50.
 - New policy will state: no remote booking, keys at the discretion of the library director, no booking the room on holidays, events cannot be booked more than twice a month per individual organization (at the director's discretion), the \$25 fee must be paid, no private functions, event cannot occur when there is no staff, and no food allowed. The events can only be booked six months in advance. Applicants must come into the library to apply and a new application must be filled out for each event.

- The Library Board would like to pilot this new policy for six months.
- Catherine Johnson motioned for approval. Beth Schoenlein supported. All in favor.
- Amnesty
 - In January of 2020 Lauren would like to do a one-time amnesty where patrons can bring back overdue materials and not be charged fines. This would not include damaged items. She believes this will give the library a surge in attendance. The idea is to offer a clean slate for the new year.
 - In previous years the library had done Food for Fines programs.
 - The Library Board recommends contacting the Pioneer to write an article about this program.
 - Jennifer Njenga motioned for approval. Sharon Kuhn supported. All in favor.
- QSAC
 - This is something libraries in Michigan use to rate themselves and their essential services. The Library has looked at this in past years. QSAC is a jumping off point for libraries to see where their library is and where it could be and how it can improve. The essential practices will be updating in January.
 - The Library Board will go through a section at each meeting.
 - HUMAN RESOURCES: Essential CORE Quality Measures – Required.
 1. Yes
 2. Yes
 3. Yes
 4. Yes
 5. Yes – Library Board review?
 6. Yes – better orientation for new staff? Checklist?
 7. Yes
 - Essential ELECTIVE Quality Measures – CHOOSE ONE
 1. Yes
 2. Yes
 - Enhanced CORE Quality Measures – Required
 1. No – send support staff (Kayla and Howard) in May to Beginner’s Workshop
 2. Yes
 3. Yes
 4. Yes
 - Enhanced ELECTIVE Quality Measures – CHOOSE TWO
 1. No – start page recognition
 2. No
 3. Yes
 - Excellent CORE Quality Measures – Required
 1. N/A

- 2. Yes
 - 3. Yes
 - 4. Yes
 - 5. Yes
 - Excellent ELECTIVE Quality Measures – CHOOSE TWO
 - 1. Unsure
 - 2. Yes
 - 3. Yes – what other options are there other than United for Libraries?
 - 4. Unsure
- Policy Revisions 2019-2020
 - Lauren has asked that the Circulation Policy be updated concerning Student Cards and those employed in the City of Big Rapids.
 - The Ferris ID holders program is stated will end on June 2017 in the library policy.
 - Any student in Big Rapids will get a library card whether they live in town or not.
 - What is the best way to publicize this? PTA nights, school conferences, 1st grade library sign-up drive, visiting the Middle School at lunch for library cards and book checkouts.
 - Can a revised policy be written for the next Library Board Meeting?
 - Jennifer Njenga motioned to approve that Big Rapids students, Ferris students, and those employed in the City of Big Rapids can have a library card. Beth Schoenlein supported. All members in favor.
 - Questions that need further discussion on this topic:
 - 1. Are the parents/guardians of underage library card holders still financially responsible?
 - Fines for 18 and under.
 - Sharon Kuhn motioned to approve fine free library cards for 18 and under but that we should still send the library card sign up paperwork to the parent. Beth Schoenlein supported. All members in favor.

10. **Unscheduled Business**

- Phelps Free Library
 - More are being built.
 - They all need to be waterproofed. Emma has been working on emptying all the libraries and sealing them. They are all repainted before refilling.
 - There is a volunteer whose only job is to fill the libraries.

11. **Next Meeting**

- Next meeting is scheduled for November 14th at 5:30pm.

12. **Adjourned**

- Mae Emerson adjourned the meeting at 6:53pm.