**Big Rapids Community Library**

**Library Board Meeting Minutes**

**September 11, 2018**

The Library Board meeting was called to order by M. Emerson at 4pm.

In attendance: Mae Emerson, Catherine Johnson, Alma Wortley, Beth Schoenlein, and Chris Cook, Assistant Library Director (Acting Director).

Absent: Sharon Kuhn

The August Board Meeting Minutes were reviewed and approved as presented.

**Correspondence and Communication** – Grant’s Family Farm sent a thank you for our involvement with the Book Walk (storybook walk) that we participated in on August 10th, and our acceptance of tokens to be redeemed for more food vouchers for the market, as provided by Spectrum Health.

**Public Comment** – None.

**Financial Report and Approval of Expenditures-**

*September 2018 Revenue and Expenditure Reports – City*

These reports were reviewed by the Board and accepted.

No other revenue and expenditure reports were provided. In the past, there has been an internal spreadsheet outlining revenues and expenses at the library for each month. Chris has not had the time or manpower to complete those but the new director will be told about them once she is here.

**Circulation and General Statistics**

The circulation and general statistics were reviewed for the month of August, 2018, as shown on the 2018-2019 spreadsheet.

**Director’s Report September 2018–Submitted by Chris Cook, Acting Director (Library Assistant Director)**

Mission of the 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:

* Storybook Walk “Off and Away” at the downtown Big Rapids 1st Friday event on August 3rd (we were invited back also for September)
* Booth at Farmer’s Market on Friday 8/3 and Friday 8/10. (Will be at the Farmer’s Market again for 4 weeks in September)
  + Library events promoted; patrons signed up for library cards; etc.
* Successful work with other local agencies on the “Bookwalk” (how they promoted it) at the Farmer’s Market on Friday, August 10th. Just a reminder that we provided the book, Howard read the ending of the book throughout the day, and afterwards, for 2 weeks, the library was a collection point for the tokens. They received additional farmer’s market vouchers and could choose one book to take home. Story was “Up in the Garden and Down in the Dirt”.

Assure equal access to all Materials Using Appropriate Technologies

* Overdrive went live in August. Getting promotional materials and information out to everyone – handouts, website and Facebook posts, etc.
* Little Phelps Free Libraries. Still a work in progress.
* Tirzah, Donna and Chris continuing to order appropriately for the collections, based on the budget in place. Tirzah, for now, will take over ordering books on CD because Donna is cutting back on her workload.
* Working with Cindy, the Crossroads Charter librarian to get all the students and teachers/staff updated with library cards.
* Tirzah has been to St. Peter’s for a staff meeting and for the open house for parents – and is getting information on the library out to them, including availability of library cards.
* Teen Book Club has the support of the Friends of the Library, who have agreed to a budget that will allow Tirzah to buy books each month for the teens. New “name” for them is “YA is Lit”. Logo created by Emalie; buttons and bookmarks being made, etc.
* Will schedule time at all the schools – ideally at staff meetings to make sure teachers aware of the “Let’s Read in Big Rapids” program.

Things which are noteworthy

* Total of 5 Ferris Work-Study students have been hired and have started working.
  + 3 of them are new to the library so orientation and training is ongoing
* Community Gardens have looked marvelous. Lots of bees and butterflies, etc. coming. Much of the vegetable harvest is being shared with the Manna Pantry.
* A new origami, framed picture will be hung over the fireplace – on loan from patron who purchased it and has provided information on its construction, etc.
* Book sale results, per the Friends of the Library: approximately $3,300 raised. About half of it (from the Labor Day sale itself) is put into the Friends Endowment.
* Friends plan on purchasing a tile mural in honor of Mary Ryan and have it hung in the Children’s Room.
* September is the start of our normal schedule of programs:
  + Story times started 9/10, with Monday and Wednesday mornings
  + Tiny Tots Tinker Lab will start 9/13
  + Computer/Tech classes start 9/11/18
  + Programs for kids and teens in September include:
    - Button Making workshop for teens (part of monthly Tuesday “craft” event Tirzah is instituting)
    - Comic Drawing workshop for kids
    - Agatha Christie Birthday part 9/14 (movie and cake)
    - Monthly Teen Movie Night, begins 9/21
* August was a wind-down time after Summer Reading and all its programs and pieces. With few pages on staff, permanent employees were involved in more shelving and processing too. Planning for the fall programs was the other major impetus during August. Planning is always ongoing too but having been short-staffed for a few weeks and training new pages means we are still behind on some of our projects.
* Mark Gifford is the acting director of Neighborhood Services at this point in time.

FUTURE COMMITMENTS:

* Part of Tuba Bach Passport program is starting. We will have appropriate displays and will make some buttons too to reflect the themes for each week.
* Bulldog Bonanza was postponed due to power outage, but we will be there on September 17th which is the rescheduled date.
* Tirzah and Chris will present at the MidMichigan Library League annual meeting in the round robin event.

Other Projects Include:

* PayPal or other credit card accepting program. Still no approval from the City.
* Roof bid. As per the agenda item, bids are out and expected to be higher than money budgeted.
* HVAC system. Major replacement may be part of next year’s CIP.

**Old Business --**

* Roof repair still pending. Board asked Chris to followup and keep them updated on what the City will do for current leaks versus entire roof repair.
* Early Literacy Playground. Board asked Chris to ask City Manager what is the update on the water line, which had been expected to be installed this year.
* Board asked Chris to get an update on remaining uninstalled Little Phelps Free Libraries that are sitting in City Hall. One is still not assigned to a location and need update on one at medical facilities near hospital.

**New Business** –

* Mentioned that something might be done to honor Mary Ryan’s contribution to the library. Some discussion but no decision on what might be appropriate. (Reminded that the Friends of the Library will be purchasing a mural to hang in the Children’s Room.)

**Unscheduled business –** None.

Next meeting is Tuesday, October 9, 2018 at 4 PM.

M. Emerson adjourned the meeting at 5:30 PM.