

**Big Rapids Community Library
Library Board Meeting Minutes
October 9, 2018**

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

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

Absent: Catherine Johnson

The September Board Meeting Minutes were reviewed. Motion to approve made by S. Kuhn with A. Wortley seconding it. 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 – Aaron Kuhn shared information about getting a PayPal account for the library, or the ability to accept credit/debit cards. Still under discussion to make it work well with the City’s accounting system.

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

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:

- We were at the Friday Farmer’s Market downtown for 4 weeks in September, under the new canopy. All done until next year for that venue. Able to sell used books as well as give out information on services & programs; sign patrons up for Overdrive and rbdigital platforms, and sign up new patrons (particularly new Ferris students).

- Display on the 2nd floor for “banned book week”, focused on providing uncensored information for all at libraries.
- School classroom tours have started, with two 2nd grade groups from Riverview at the library tied to their “community” focused lessons.
- St. Peters School invited us to two events at the beginning of the school year – one for staff and one for parents.

Assure equal access to all Materials Using Appropriate Technologies

- Adult computer classes started, weekly on Tuesday mornings, 9:30 AM.
- Storytimes, Mondays and Wednesdays, 10:30 AM.
- Tiny Tots Tinker Lab on Thursdays, 9:30 AM.
- Purchases for the library collections, including digital titles for Overdrive, continue to take place, with Tirzah the major selector at this time.
- Majority of Crossroads students have library cards, after their parents signed the forms. BRCL creates all the accounts to give us better quality control on the process.
- Individual teachers have contacted the library for their updated library cards or books needed for their classroom.
- Hope to attend a staff meeting at each of the local schools to talk about the Lets Read in Big Rapids Program, and to update everyone on the new MeL databases and website.
- Beehive, presentation #2, is October 17 at 5:30 PM. This time there will be two beekeepers talking about their hobby and they do use different kinds of hives so will be very informative.

Things which are noteworthy

- For the first time, BRCL was at Bulldog Bonanza at Ferris. Great time to introduce students to the public library, for programs and of course, having a library card to check out materials, including digital content.
- Had an “Agatha Christie Birthday” party on September 14. Fun, but not as many people as we would have liked.
- We are part of the Tuba Bach Passport Program this year, which runs for 6 weeks thru October 20th. Our displays of books and movies get perused (and checked out) but haven’t signed many passport books. But good marketing nonetheless. (We have buttons too that people can get, most focused on music of course.)
- Button-making Workshop, September 11 was a hit, as always. We will continue to do these kinds of workshop especially, since they are always welcome.
- Comic drawing workshop – kids had fun working with Emalie
- Teens:
 - o Monthly, Tuesday Maker Space
 - o Monthly, Friday evening movie
 - o Quarterly, YA Lit (teen book club) meets
 - o Teen Zombie Prom is October 19th, 6 PM.
- Tirzah and Chris presented at the MidMichigan Library League annual meeting and Mae, Beth and Cathy from the Board attended. Good information and sharing from other libraries in our area.

- Our participation in the Water Ways Smithsonian Exhibition with ArtWorks includes the display of water-related books, including the book from the featured author, Jeff Alexander. We have additional copies of his book and some other river-focused books not only to check out, but to be used for some kind of drawing at the October 30th talk with Mr. Alexander.
- Halloween book-character contest the entire day of October 31st. Can't wait to see who walks in the door.
- Continued training of new Ferris students/pages.
- As always, we are always looking for new ways to highlight items in our collection – adding standalone bookshelves, finding other spaces for displays, shifting books and sections to accommodate quantity of items, etc. (Staff and everyone else should walk the library daily to see what is happening.)
- Volunteers are always needed. Crafting a campaign to let people know what they can help us with to garner additional interest. Students of all ages have community service projects and some ask to do it at the library.

Other Projects Include:

- Reminder of art work on loan, above fireplace.
- Informing staff and patrons/public on the changes to the MeL statewide resources (databases plus); their new logo; their new website. Will need to provide marketing material for easy understanding of the changes and how best to use them. The Library of Michigan provides resources but need to make the time to study them.

Old (unfinished) business

- a. Roof repair. Bid just received by City this week for \$35,040. (\$32,00 in budget). Eric believes it will be approved. I'm asking to be kept updated since roof is leaking even more with all the rains and we will need something done ASAP, plus some ceiling tiles will need to be replaced.
- b. Early literacy playground. No change in work. Per Heather at City, water line won't be put in until next year since the water retention pond and other related items have to be handled at the same time. Lauren will need to be in touch with City to get updated on the plan for work.
- c. Little Phelps Libraries. City put up the 2 libraries in Pocket Park and Hemlock Park. Spectrum Health has their box. Will be checking on all libraries – need to have enough books in them and the issue with libraries not being sealed enough and getting moisture inside. Hope to get volunteers to help monitor them more closely as well.
- d. Credit card/Paypal acceptance at the library. Aaron does not trust Paypal but will work with Carla at the City to see if something can be arranged. Will follow up again with Aaron and make sure Lauren is aware.

New business

- a. Next year's board meeting schedule to be confirmed.
- b. Officers and terms for Board. Any to discuss? Check bylaws.

Unscheduled business

Next meeting expected to be: Tuesday, November 13, 2018 at 4pm

M. Emerson adjourned the meeting at 5:20 PM.