

Big Rapids Community Library - Library Board Meeting

Held in Community Room at the Big Rapids Community Library

October 13, 2022

1. Call to Order

- The Library Board Meeting was called to order by Catherine Johnson at 5:31 pm.
- Board Members in attendance: Ralph Crew, Laura Herron, Catherine Johnson, Chelsea Mitchell, and Mike Ryan
- Board Members: absent none
- Library Staff in attendance: Lauren Perkins (Library Director) and Sarah Welch (Head of Programs and Services).

2. Reading and Approval of September 2022 Meeting Minutes

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

3. Correspondence and Communications

- none

4. Public Comment

- none

5. Financial Report

- The Library Board accepted the Financial Report.

6. Report of the Library Director

- OST Grant
- Switching book vendors from Baker & Taylor to Ingram due to extended issues with Baker & Taylor with billing and delivery.
- Purchased cleaning supplies and will be assigning cleaning tasks to staff and volunteers because the service provided by the custodial staff that we share with the city is not adequate to maintain the building. Staffing will become an issue as minimum wage and COLA increase to keep pace with other sectors.
- Damage to the drum in the playground outside was reported to Heather Bowman, Director of Public Works, on 10/3/2022. She will be discussing how to proceed with Fleis & Vandenbrink.
- Lobby light installation repaired by Larry Langell.
- benice. Presented a program for Suicide Awareness Prevention month.
- Storytime resumed in the park and will continue in the Community Room.
- There has been positive feedback from patrons on both the library and staff.
- Gate Count: SenSource Gate counted 2,367 vs old gate count 2.238
- Circulation Statistics:

- Checkouts FY 2023 to Date: 15,031 - Renewals FY 2023 to Date: 7,274 - Total Saved FY 2023 to Date: \$260,224 - Searches FY 2023 to Date: 13,168
- Checkouts Calendar Year to Date: 41,997 - Renewals Calendar Year to Date: 19,571 - Total Saved Calendar Year to Date: \$714,644 - Searches Calendar Year to Date: 35,945
- 119 Covid Tests distributed in August

7. Old/Unfinished Business

- Township Contracts consultation with Attorney Anne Seuryneck
 - Mike Ryan motioned to move the Board Meeting to a closed session. Ralph Crew supported. Roll Call: Catherine Johnson - Yes; Chelsea Mitchell - Yes; Ralph Crew - Yes; Mike Ryan - Yes; Laura Herron - Yes. Motion to move the Board Meeting to a closed session has been approved.
 - Mike Ryan motions to move the Library Board out of the closed session. Ralph Crew supported. All members in favor. The Board Meeting has been moved out of the closed session.
 - Mike Ryan motioned to proceed as discussed in the Closed Session. Chelsea Mitchell supported. All members in favor. Motion has been approved.
- Training Checklist
- Lost and Damaged Policy
 - Add section to lost materials
 - Chelsea Mitchell motioned to approve the Lost and Damaged Policy with the changes discussed. Mike Ryan supported. All members in favor. Motion was approved.

8. New Business

- Public Comment Study Session and the Open Meeting Act- discussion on OMA and public comment.
- United for Libraries- register

9. Unscheduled Business

- none

10. Next Meeting

- The next meeting is scheduled for Thursday, November 10 at 5:30 pm.

11. Adjournment

- Catherine Johnson adjourned the meeting at 7:20 pm.