

REGULAR MEETING OF THE ALVAH N. BELDING LIBRARY BOARD

## March 23, 2015 Library Board Minutes

**Library Board Members Present:** Carla Gunderson (arrived late), Maria Jimenez, Kathleen Lehman, Robert Ware, and Mayor Ron Gunderson, City Board Liaison.

**Members Absent:** Henry Kuhfeldt.

**Administrators Present:** Deb Jones.

**Guests Present:** Betty Jenkins, Robert Brown.

1. **Call to Order and Roll Call:** Meeting was called to order at 5:03pm by Bob Ware.
2. **Approval of Agenda:** Approved. Moved: Bob W. Support: Kathy L. Roll Call - Motion Carried.
3. **Approval of Minutes:** February 23, 2015, Regular Meeting Minutes Approved. Moved: Kathy L. Support: Bob W. Roll Call – Motion Carried.
4. **Public Comment:** None.

### 5. Library Reports:

#### a. Director's Report:

Deb welcomed Maria Jimenez as our newest Library Board Trustee.

It was suggested that Deb contact RMS to inquire about potential computer hacking into our HVAC system.

Deb has received 14 applications for the Youth Services Paraprofessional position. The final interviews are scheduled for March 27. Carrie Roer's last day is April 1, 2015.

Carrie has offered to come back to work to help train the new person.

The upcoming millage vote (possibly August, 2016), may include language changing the way Ionia County libraries collect Property Taxes. Ron and Deb discussed the merits of changing the date of (Public Library) property tax collection.

A Library Hours Survey will be handed out at the Community Showcase on April 16.

#### Physical Plant

- Johnson Controls is offering a patch to prevent hacking through our HVAC system.
- Contract negotiations with Royal Lawn Care and Van Bro's Irrigation.

#### Staff

- Carrie attended a *1000 Books Before Kindergarten* and Early Literacy Workshop on 2/27 at the KDL Service Center.
- Carrie represented the Library at the Ionia County *Battle of the Books* on 3/12. (GOAL)
- Carrie, Jared, and Melody will attend a Social Media workshop on 3/20.
- New Youth Services Paraprofessional position interviews: 3/18 – 3/20.

#### Grants

- The Library of Michigan chose our Library for a 2015 Michigan Notable Book Tour Author! Thomas R. Dilley – *The Art of Memory: Historic Cemeteries of Grand Rapids, Michigan*. (GOAL)
- E-Rate Funding certified for 2015-2016.

#### ICLA

- Deb attended an ICLA meeting at Portland District Library on 3/13.
- *On the Same Page* – Party at Sozo's Coffee in Ionia, on March 26, at 6:30pm.
- Ionia City Manager, Jason Eppler suggests changing Property Tax collection date

#### Friends of the Library

- *Booked with Friends* Speaker Series – Carolyn Kane speaking on the Fred Meijer River Valley Trail, 3/18 at 6:30pm.

- *Booked with Friends* Speaker Series – Tom Daller and the BHS Robotics Team – 4/15 at 6:30pm.
- Friends gave \$656.14 to the Library for archival materials to house the City Directories and various ledgers and scrapbooks. (GOAL)
- Friends gave the Library \$150.00 for our Michigan Notable Author.
- Friends are purchasing a microwave and coffee urn for the Library.
- Friends will represent the Library at the Community Showcase on 4/16.
- Friends have agreed to participate in *Operation Paperback* – books for oversea troops. Asking the VFW and Legion to join as well. (GOAL)
- Friends will give \$1,000.00 toward the Big Read grant. (GOAL)

#### **Programs**

- Carrie showed the movie *Big Hero 6* on 3/9, to 19 people.
- *Mockingjay Part 1* – 4/13 at 5:30pm.
- Make Your Own Soap Using Natural Ingredients by Rachel and Lynn Sadowski – 3/28 at 10:00am.
- Dr. Zeemo, Yo-Yo Man, 4/8 at 10:00am. Spring Break Fun!
- *Fancy Nancy Party* – 4/25 at 10am at the Belrockton.
- *Money Smart* – 4/20 at 6:00pm.
- Food for Fines – 3/16-3/28.

#### **Community**

- The Commission on Aging was at the Library on 3/2 for Tax Help.
- Deb attended a City Staff Meeting on 3/16.
- Family Reading Night at Ellis Elementary – Betty and Linda will promote the Library on 3/19. (GOAL)

#### **Lakeland Library Cooperative (LLC)**

- Deb attended a LLC Board meeting at KDL Service Center on 3/12.

**b. Circulation Summary Report:** Trends noted. Report received for filing.

**c. Monthly Financial Report:** The report was received for filing.

**6. Notice of Paid Bills:** Motion to accept paid bills: Kathy L. Support: Bob W. Roll Call – Motion Carried.

**7. Communication and Correspondence:** Carrie Roer submitted her letter of resignation.

**8. Unfinished Business:**

a. **Personnel Handbook:** Tabled until the April Board meeting due to lack of Library Trustees present. Motion: Bob W. Support: Maria J. Roll Call. Motion Carried.

b. **Anonymous Donation – Concrete Slab/Sprinkler Rearrangement for Book Return:** A decision was made to keep the book return in its current location due to the problems incurred with high snow banks and low clearance. Motion: Bob W. Support: Maria J. Roll Call. Motion Carried.

**9. New Business:**

a. **2015-2016 Budget:** Discussion of budget and building debt. Many budget reductions were noted. Budget approved as presented. Motion: Bob W. Support: Kathy L. Roll Call. Motion carried.

**10. Public Comment: None.**

**11. Trustee Comments:** Bob W. asked the date of the last Library Survey. (Deb answered March, 2014). Kathy L. welcomed Maria Jimenez. Kathy asked Deb if an exit interview would be conducted with Carrie R. (Deb said yes). Deb asked why the Board was concerned about an exit interview. Kathy L. replied she was not trying to antagonize Deb – just wanted clarification.

**12. Adjournment:** Motion to adjourn at 6:35pm by Bob W. Support: Carla G. Roll-Call. Motion carried.

**Respectfully submitted:**

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Kathleen Lehman

The next regularly scheduled Library Board meeting is April 27, 2015, at 5:00pm.

*This institution is an equal opportunity provider and employer.*