

Library Advisory Board Meeting
January 23, 2019
Minutes

Members Present: Elaine Ebeling (chair), Leigh Rupinski (secretary), Patti Walcott, Margaret Wheeler, Barb VanderVeen (Township Board representative), Kristen Borgman

- I. Call to Order
- II. Approval of the agenda
- III. Approval of the previous meeting minutes
- IV. Director's Report
 - A. Fines Free Update
 1. As of January 1st, fine fee
 2. Feedback has been very positive
 3. Too soon for circulation statistics
 - B. 2019 Statistics
 1. More renewals thanks to automatic renewal
 2. Increase in Electronic material checkouts
 3. Physical library visits down - impact of flood
 - C. Literacy Packs
 1. Just started circulating - five to start
 2. Backpack kit to help kids starting to read on their own - each pack is themed
 3. Response to Read By Grade Three law to build literacy skills
 4. Positive response so far
 - D. Health and Safety Update
 1. Monthly safety checklist
 2. Active shooter training on 1/22
 3. Fire inspection done
 - E. Winter Reading
 1. Going on right now! Kids and adult programs
 2. 59 class visits to promote
- V. Old business
 - A. Friends of the Library Update
 1. 2 meetings so far
 2. Elected a President, Dawn
 3. 1st project will be a used book sale this fall, during Fall Festival
 4. Sticker designing contest
 - B. Book Club report
 1. Increased attendance at the last meeting
- VI. New business
 - A. Election of Officers
 1. Margaret Wheeler will be chair
 2. Patti Walcott will be secretary

- B. Select dates for 2020 Library Board Meetings
 - 1. March 19th
 - 2. June 18th
 - 3. September 17th
- VII. Public Comments
 - A. Tallmadge Township representation
 - B. Harrison's report on Ashley's classroom visit - she did a wonderful job!
- VIII. Adjournment

Library Advisory Board Meeting
September 17, 2020
Agenda

Members Present: Elaine Ebeling, Margaret Wheeler, Carol Scholten, Leigh Rupinski

Also Present: Lizzie Schab (Library Director)

- I. Call to Order
- II. Approval of the agenda
- III. Approval of the previous meeting minutes
 - a. Noted a mis-date: should read January 23, 2020
- IV. Director's Report
 - a. COVID-19 Closure
 - Issued a lot of library cards!
 - Increased Hoopla download quotas so people could check out more books
 - b. COVID-19 Phased Reopening Plan
 - Curbside service open during all open hours
 - "Odd" hours working good so far
 - Limited to 25% capacity, which is only 10 people - becoming more of an issue
 - Often have a line
 - Need more staff when are open -- need someone to monitor masks/check people in
 - Wanted evening hours to accommodate different work schedules for patrons
 - General feeling that people excited to be able to come back in
 - No Township plan for testing for staff, but do self-screening questionnaire every day
 - Have PPE for everyone (masks, gloves, hand sanitizer), social distancing in place, increased cleaning procedures and took out some furniture/toys, plexiglass around service desk
 - c. 2020 Summer Reading Program Summary

- Curbside: pick-up crafts
- Virtual storytimes
- Different activities to do every day
- A halfway and finisher prize only - less donations
- Lower participation than normal - seems the case across the board

d. Upcoming programs

- Grab-and-go crafts for kids and teens, 1x month for adults going really well
 - Very flexible on pick up time
- Hard to plan programs ahead
- Not comfortable with in person programs right now
- Meeting space restricted by need for book quarantine, social distancing guidelines and people limits

e. Libraries during the pandemic

- Every library handled a little bit differently
- Some things are mandated like the 96 hr quarantine by Lakeland

V. Old business

- New hire in a page position
- Impact on Friends of the Library - holding off; Fall Festival that book sale was going to coincide with cancelled

VI. New business

- Next meeting: January 21, 2021

VII. Public Comments

VIII. Adjournment