

Members Present: Margaret Wheeler (chair), Kristen Borgman, Elaine Ebeling, Carol Scholten, Patti Walcott (secretary)

Library Advisory Board Meeting Minutes January 21, 2021 Agenda

- I. Call to Order
- II. Approval of the agenda
- III. Approval of the previous meeting minutes
- IV. Director's Report
 - a. COVID-19 Library Update: employee with COVID, but no other employee in close contact with them. Some have needed to quarantine. So, short staffed. Curbside service only currently.
 - o Compared to other Lakeland Libraries: Allendale is middle of the road.
 - o Plan going forward: difficult to predict, but hopefully open in the next few weeks. Curbside and open building discussion to best serve patrons with limited staff. Possibility to keep curbside into the future. 65 curbside deliveries in one day! Text service for books, but 12 minute delay!!
 - b. Winter Reading Program: for kids, teens and adults. BINGO challenge
- V. Old business
 - a. none
- VI. New business
 - a. Patti Walcott was elected for secretary for two years.
 - b. Kristen Borgman was elected for vice chair for one year.
- VII. Public Comments
 - a. Appreciative for how well library has adapted to COVID19
- VIII. Adjournment

Next meeting: Thursday, March 18, 2021 at 7 PM

Members Present: Margaret Wheeler (chair), Kristen Borgman, Elaine Ebeling, Carol Scholten, Mary Cook (new director), Patti Walcott (secretary), Ashley Johnson (intrim)

Library Advisory Board Meeting Minutes

March 25, 2021

Agenda

- I. Call to Order
- II. Approval of the agenda
- III. Approval of the previous meeting minutes
- IV. Report
 - a. COVID-19 Library Update: open for patrons 2 days a week and moving to 3 in the near future
 - o Ashley doing well as interim
 - o Seed library, but behind the desk
 - o Spring Break scavenger type hunt for kids
 - o Beginning to plan summer reading program
 - o Books in quarantine, but also will change in future
 - b. Exit interview: phone system not an issue any more, state of the staff working very well, another full time employ approved, but process not started, wage study by township,
- V. Old business: book club, friends of the library, dark parking lot, security issues
- VI. New business
 - a. Library web page update
 - b. Township marquee needs to state "library advisory board" as it has in the past to avoid confusion
 - c. WELCOME Mary Cook: her background and vision
 - d. Give thought to outdoor space around library and township park, tent rental options
 - e. Movies in the park part of township, transitioned summer of 2020
- VII. Public Comments
- VIII. Adjournment

Next meeting: Thursday, June 17, 2021 at 7 PM

Library Advisory Board Meeting

June 17, 2021

7pm

Agenda

Members Present: Carol Scholten, Elaine Ebeling, Margaret Wheeler,
Kristen Borgman, Leigh Rupinski, Mary Cook

Absent: Barb Vander Veen, Patti Walcott

- I. Call to Order
- II. Approval of the agenda
- III. Approval of the previous meeting minutes
- IV. Financial Report
 - a. Summary Report through May 31, 2021
 - i. Ms. Cook feels that the budget is on track and is still learning what some of the line items cover specifically.
- V. Director's report
 - a. Staff changes and interviews being held 6/18 and is hopeful to make a recommendation for hire at the next Township Board Meeting
 - b. COVID-19 Library update
 - i. Quarantining of materials
 - ii. Reopening plan and hours of operations
 - c. New Online Catalog- BiblioCommons
 - d. Migration to Office 365
 - e. Movies in the park
 - f. Summer reading for all ages started June 14
 - g. Hoopla update
- VI. Youth librarian's report
 - a. Overviews of Take and Make Activity Numbers
 - b. Summer reading program
- VII. Old business
 - a. Book club
 - b. Friends of the Library
 - c. Dark parking lot
 - i. Maintenance was contacted and changed bulbs in lights outside of library- issue solved.
 - d. Security issues
- VIII. New business
 - a. Covid-19 Reopening Plan

- i. current plan is fluid and will change in a thoughtful and measured basis
 - ii. Quarantining materials is no longer happening
 - iii. Hybrid plan for re-opening
 - b. Patron Count Statistics
 - i. Gate counts change in reporting for state aide
 - c. Big Read
 - i. Community Read Around the Lakeshore
 - d. ADA Compliance
 - i. Working with Maintenance to get all areas of the library to be ADA compliant
 - e. Trends in Library
 - i. Library Director highlighted some current trends in Public Libraries and is thinking of how some ideas could be implemented in future.
- IX. Public Comments
- X. Adjournment- 8:10p.m.

Next meeting scheduled for September 16, 2021 at 7pm.

Library Advisory Board Meeting

October 7, 2021

7pm

Minutes

Members Present: Carol Scholten, Elaine Ebeling, Margaret Wheeler, Leigh Rupinski, Mary Cook, Patti Walcott

Absent: Barb Vander Veen, Lenore Cook

- I. Call to Order
- II. Approval of the agenda
- III. Approval of the previous meeting minutes
- IV. Financial Report
 - a. Summary Report through August 31, 2021
 - b. Beginning to work on next year's budget as well
 - c. Presenting budget to township board on Monday, Oct 25, 2021 7pm
- V. Director's report
 - a. Some fall in person programing
 - b. Hoopla Annual Review and Content Diversity report
 - c. Curbside service will remain
- VI. Youth Librarian's report

- a. Excitement to have library open and events
- b. Take and makes are continuing for parents and kids to do together
- c. Try to have collection of books to coordinate with take and make

VII. Old business

- a. Book club
- b. Friends of the Library

VIII. New business

- a. Bylaws - terms of this board with rolling three year renewal.
- b. SOP (Standard Operating Procedures) - Director will contact renew of advisory board; New member: advertise, collect applications, interview with director, Mary Cook and current board member. Time limits can be set at the beginning of meetings for public comment.
- c. Fines and Fees Schedule
- d. Library Cards and Ages – Use to be first grade and write name; change our practice to remove the name writing; grade removed if parent requests
- e. Future meeting dates

IX. Public Comments

X. Adjournment

Next meeting is scheduled for January 20, 2022 at 7pm.