

Holland Public Library

Board of Trustees

Meeting minutes for March 15, 2018.

Members present: Shannon Horn-Eldred, Jennifer Gumlaw, Tracie Scott, Lynn Harhay (via phone)

The Chairman called the meeting to order at 1:03PM.

Old Business

- The minutes for the meeting dated February 15, 2018 were approved by a unanimous vote.
- Director's report: See attached. More details below
  - 4-H Babysitter Training Program is scheduled for 4/18 and 4/19 from 1-3PM in the Community Room at the Town Hall.
  - Maintenance:
    - Faded and twisted bunting was removed from the front of the building.
    - One slate tile has fallen off of the roof. Tracie has a call into the Highway Department to see if they have the ability to reattach.
    - Joanie in the library mentioned to me that when Libby was director that a roofing contractor came and did some work on the roof of the library; we can go through the old minutes to see if we can find the contractor's name, etc. in case the roof is under some sort of warranty.
  - Staffing:
    - Two new hires have started working at the library: Adrienne Zimmerley started on 2/20/18, and Erin Carter started on 3/1/18.
  - Etc.
    - Joanie has tallied library use for Saturday afternoons in order to establish a possible need for change in hours.
    - Junior Library Guild – Currently our library is set up with a program via the Junior Library Guild in that our library receives 6 children's books per month chosen by the guild; our library staff does not get to choose the books we receive. The annual cost for this service is \$1300; the service is currently paid up through July 2018. Tracie would like to be able to select which children's books that we receive, so she is going to allow this contract to expire so that she can choose the books that she wants for the library rather than having them chosen for us.
    - Better World Books – This is another service that has been used in order to remove old books from the library that is no longer needed. Tracie has done research around this, and she explained to us the process that is currently taking place. Currently, any books that are to be removed from the library are scanned and the information is sent to Better World Books; any books that they want are boxed up, sealed, and sent to Better World Books (they pay for shipping; we pay for everything else). Once they sell any of our books, we receive a percentage back from their proceeds. The contract started in November of 2015, and to date, we have earned a total of \$65.92. It was decided that, moving forward, all books would be kept in house (either in the shed or stored in an off-site location provided by one or more of the trustees) so that they can be included in

the annual book sale. Any books that are not sold in the book sale will then be donated accordingly.

- Annual Book Sale – Tracie has requested that the date for the Annual Library Book Sale be moved to May 19<sup>th</sup> so as to coincide with the Holland 5K Race scheduled for that day.
  - Tracie has spoken to Allen Johnson regarding any options that we have to add on to our existing building. Allen mentioned that between the existing well and septic systems, it would be difficult for us to add onto the existing building. During the “All Boards Meeting”, the purchase of the Sichol property by the town was discussed, and the feel from some of the town board members is that they seem to want to build a new library on the Sichol property and use the existing building as a Historical Society. Allen also mentioned there are two upcoming meetings to discuss the Sichol property purchase. It was mentioned that we could join the meeting, dated April 10<sup>th</sup>, and ask any questions we have regarding Zoning, Build Expansion or New Building as long as we contact them to be put on the agenda.
- Vouchers: See attached; Jennifer Gumlaw signed the current vouchers.
  - Library Board E-mail
    - Tracie asked and found that in order to access the Library Trustee’s email address, you must go to [www.coxmail.com](http://www.coxmail.com). Both Jen and Shannon have tried and failed at that address, but both will try again.
  - Library Roof
    - Comments made under Director’s Report under Maintenance above.
  - Library Policies
    - Tracie continues to go through the existing policies to find items that need to be updated.
    - Once Lynn is back from vacation, she will look through her old information to see if she can find any of the policies that have already been updated.
  - Library Website
    - Shannon has contacted Ginger and provided the incorrect information to her to fix on the website. As far as the old website goes, it has been taken down. However, it still exists in Google’s cache, so there is nothing that we can do to get it removed. It is moving down the list in Google’s search, so it is already starting the process of falling out.

#### New Business

- Next Meeting: April 19<sup>th</sup> at 1PM at the Library.
- The Chairman adjourned the meeting at 1:44PM.

Minutes submitted by: Shannon Horn-Eldred, Acting Secretary.