

Holland Public Library

Board of Trustees Meeting Minutes

Meeting Minutes for July 21, 2022

Members Present:

- Steve Anderstrom, Trustee
- Shannon Horn-Eldred, Trustee
- Tracie Scott, Director

Meeting was called to order at 1:01 pm.

Old Business:

- Approval of Minutes for June 16, 2022 meeting (June Library Board Meeting)
 - o Steve moved to accept; Shannon seconded.
 - o Motion carried.

New Business:

- Director's Report
 - o Maintenance
 - Library Sign
 - Library sign was not completed as of yet.
 - o Recent and Upcoming Events
 - Summer Reading Program Kick-off "Animal Adventures Exotics" held on Tuesday, June 21st at 6pm. Large turnout (80)
 - Summer Reading Program scheduled for June 21 – August 27. 67 registered so far.
 - First themed summer program "Make an Ocean in a Bottle" was held on Saturday, August 9th. Attendance: 11
 - Next themed summer program is scheduled for July 21st, drop-in from 1-4 pm.
 - Community Book Club scheduled for August 8th, 1:00 pm.
 - o Staffing
 - Staff meeting schedule for Saturday, August 6th from 4-5pm. Recurring meeting scheduled for the first Saturday of every other month.
 - Should be enough in the wages budget to pay for all staff for the extra hour every other month.
 - o Etc.
 - Tracie believes there are some bills that may not have been paid. She has questions about some of the amounts for some of the library's accounts. Tracie will follow-up with the town accountant regarding these questions.
 - All summer reading books for the middle and high school have been acquired through ILL or donation and are available for check-out on the hold shelf.

- Unattended Child Policy posted to the website.
 - Distribution and Posting Policy (Bulletin Board Policy) written.
 - Borrowing Policy (Loan and Overdue policy) researched and written.
 - Patron Privacy Policy researched and written.
 - CWMARS contract signed and sent.
 - Shed cleaned and organized.
 - Staff have been decluttering desk area.
 - Second shed donation pick-up scheduled for first available date of August 12th.
 - New STEM kits, museum passes, and yard games were received, cataloged, and are ready for circulation.
 - July new item order placed.
 - Waiting to hear on the status of the Carry Forward request submitted to account regarding \$4,000 for accessible door.
 - Bills submitted biweekly for payment.
 - Website, eblast, Facebook, press updated weekly.
 - New flyers made and distributed for next summer program.
- Review Director's Home Hours
 - Reviewed the log that Tracie keeps of hours worked back over the last couple of years.
 - Tracie will add a total of hours worked per day to her log for easier viewing.
- Review Bills
- Library Policies
 - Borrowing Policy
 - Updated loan periods to the below:
 - DVD: 7 days, may be renewed twice
 - Wifi Hotspots: 14 days, may be renewed once. (Need to be returned 24 hours prior to being checked out again)
 - Museum passes: 3 days
 - Ebooks: 7, 14, or 21 days
 - Periodicals: 7 days, may be renewed twice
 - All other items: 21 days, may be renewed twice
 - Updated Fines to the below:
 - DVD, Museum Passes: \$1/day (\$5 max)
 - Wifi HotSpots: \$1/day (\$50 max)
 - All other items: \$0.10/day (\$3 max)
 - Tracie will make the above changes and will revisit during next meeting.
 - Patron Privacy Policy
 - Updated wording in order to remediate potential questions as it relates to younger patrons.
 - Tracie will make the changes and will revisit during the next meeting.
 - Distribution and Posting of Materials Policy
 - Shannon moved to accept updated policy; Steve seconded.
 - Policy approved
- Director's Agreement Addendum
 - Steve completed the creation of an addendum to the director's employment contract

- This was tabled until the next meeting when all members of the board are present.
- Concerns regarding some of the books in the library
 - Concerns were brought to the board regarding a book that is in the library
 - Tracie will look at the book's circulation history; if it is not circulating, then it can be put on the list for weeding.
 - When asked how new books come into the library, Tracie explained the process of which she goes through when choosing new books for the library.

The next meeting will be held on August 18th at 1:00 pm at the Library.

The meeting was ended at 2:24 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary