

Holland Public Library

Board of Trustees Meeting Minutes

Meeting Minutes for February 16, 2023

Members Present:

- Jennifer Gumlaw, Trustee
- 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 January 5, 2023 Library Board Meeting
 - o Jen moved to accept; Steve seconded.
 - o Motion carried.

New Business:

- Director's Report
 - o Maintenance
 - Light bulb above the front door has been replaced.
 - New additional parking signs were installed
 - Peterson Oil completed a Brush and Vac cleaning on the furnace.
 - They suggested that the filter be replaced; Tracie will order a new filter for the furnace.
 - Batteries were replaced in the thermostat.
 - Book Drop is closed due to damp weather.
 - o Recent & Upcoming Events
 - Make Embossed Metal bookmarks held on Jan 5th
 - Community Book Club is scheduled for Monday, Monday, March 13th at 1pm
 - Weekly programs continue
 - o Staffing
 - Nothing to report
 - o Etc.
 - Budget worksheet and excel sheet completed and submitted to the Finance committee before January 12th.
 - Jen met with the Finance Committee on January 19th to discuss the budget.
 - This was prior to the scheduled date of February 2nd.
 - Library Goals and Objectives revisions approved.
 - LA Employee Policy updated to include sick protocol.
 - January book order complete; February order still in process.

- Annual Report is due on March 2nd.
 - Preparation has been started for Summer Reading 2023.
 - This year's theme is "All Together Now" which promotes kindness, friendship, and unity.
 - Early Reader section
 - This section has been completely reorganized with a new color-coded system that will let patrons know at a glance which reading level the book is at.
 - A new poster has been hung near the Early Reader section detailing out the new color-coded system.
 - Call number and spine labels were all corrected.
 - Weeding completed
 - Junior Non-Fiction
 - Young Adult
 - Early Non-Fiction
 - Shelf reading
 - This is a new process that the library will be performing that consists of taking all books off a shelf, dusting the shelf, organizing the books, ensuring there are no books that are still checked out in error, and blocking the books at the front of the shelf when they are put back.
 - Early Readers and Adult Fiction sections have both been completed.
 - Book Orders
 - New and updated books ordered for:
 - Early Non-Fiction (dinosaurs, planets, vehicles)
 - Early and Junior Fairy Tales
 - Junior Non-Fiction (ocean life, dinosaurs, natural sciences)
 - Children's 2022 award winners have been ordered.
 - Bills submitted bi-weekly for payment.
 - Website, Facebook, press release all updated weekly.
- Review Bills
 - All bills to be paid were reviewed.
 - Library Policies
 - Collection Development Policy approved.
 - Library Cabinet
 - Tracie found some casters that may work for the existing filing cabinet.
 - When looking for a new file cabinet, she has not found one that will work size-wise.
 - She is going to look at Staples to see what they have.
 - Library Computers
 - Tracie has been told that the library should order the new computers from Staples since that is where the town orders theirs from.
 - Jen mentioned that there may also be an Amazon account that may be able to be utilized for this.
 - Shannon gave his opinion as far as minimum specifications for both the Public Access computers as well as the Librarian's computer.

Items Not Anticipated in Advance

- None

The next meeting will be held on March 16th at 1:00 pm at the Library.

The meeting was ended at 1:44 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary