

# MINUTES

From the September 23, 2024  
Regular Board Meeting

## I. Start of Meeting

## II. Roll Call

*Board Members Present:* Michele Behr, Jeanne Friedman, Cara Terry, Tom Vance, and Donna VanderVries (6:05 PM)

*Board Members Absent:* Ken Baker (excused), Linda Whitlock (excused)

*Library Staff Present:* Library Director Christy Klien, Quyen Edwards, Rob Foti, Lawrence Kapture, Abby Pylar, Steve Rossio, Colin Whitehurst, and Laura Wright

*Library Staff Absent:* Ben Chee, Rob Foti

## III. Comments or Requests from the Public, Board Members, or Library Staff

Library Board Chair Tom Vance welcomed everyone to the September 23, 2024 Library Board Meeting. He asked if anyone present had any comments and there were none.

## IV. Adoption of the Agenda for the Regular Meeting of September 23, 2024

Library Board Chair Vance asked if there were any changes to the agenda before its adoption and there were none. Vance asked for a motion to adopt the agenda.

**MOTION:** It was moved by Trustee Behr and supported by Trustee Friedman that the Library Board adopt the agenda for the regular meeting of September 23, 2024. Vote 4-Yes, 0-No, 3-Absent (Baker, VanderVries, Whitlock). Motion carried.

## V. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the September 23, 2024 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on August 26, 2024
- B. September 2024 Narrative
- C. Financial Condition for August 2024
- D. Statistical Report for August 2024
- E. October 2024 Program Calendar
- F. Review of Materials Selection Policy
- G. Review of Capitalization Policy
- H. MLA Advocacy

**MOTION:** It was moved by Trustee Friedman and supported by Trustee Terry that the Library Board approve the consent agenda for the regular meeting of September 23, 2024. Vote 4-Yes, 0-No, 3-Absent (Baker, VanderVries, Whitlock). Motion carried.

## VI. Governance

### A. Initiation of Library Director's 2024 Evaluation

The Library Board had a discussion of the Library Director's 2024 evaluation. Board Secretary

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explained the reason for two separate evaluation forms in the past, one is Carver Governance specific and the other allows for more director-specific feedback. Trustees have requested that the evaluation forms be combined into one document which Library Board Secretary Edwards will test for saving and printing capabilities. As requested last year by the Personnel Committee, they are proposing that Library Director Klien's contract is renewed for 5 years.

## VII. Ends Development

### A. Report on 2024 Summer Reading Program

Head of Youth Services Laura Wright gave a brief presentation on the 2024 Summer Reading Program. Wright said Youth Services made some adjustments to the start of the Summer Reading Program so that kids could sign up while school was still in session. They found that helped keep the momentum after the Summer Reading presentations while the students were excited. There was a small drop in Youth participation this year while there was an increase in Adult participation. Staff made the decision not to include gift cards for kids as an incentive. Wright said that there was an increase in Youth materials circulation for the summer, so people were here but not necessarily participating in Summer Reading activities. Youth staff will continue to adjust the reading program to meet the needs of youth readers.

Trustees asked why do you think the adult numbers are going up? Wright said that Adult Services Librarian Ruth Cowles puts a lot of work into it and builds incentives to fit what might interest more people and supports local businesses. The Adult Summer Reading Program buys gift cards from local businesses with funds from Friends of the Library which is greatly appreciated.

## VIII. Library Director's Reports

### A. Final remarks by Library Director for the September 23, 2024 Library Board Meeting.

Library Director Klien said Senator McCann will be the Board guest at the October meeting.

Tomorrow morning we are hosting SWMFirst Rise and Thrive networking group. Klien will give a brief presentation. We are expecting 40-50 participants.

Library Director Klien said we held a Staff Development Day last Friday. Staff appreciate the time to spend together doing training, trivia, lunch, and afternoon departmental meetings.

Yesterday, a number of library staff was at the City of Portage Fall Fest at Celery Flats: Steve Rossio - local history, Quyen Edwards - Seed Library, Abby and Sara - library cards and button making activity, Rachel Stickney - Kalamazoo Book Arts, as well as Library Director Klien. Fall is a busy time for outreach.

## IX. Process Evaluation

### A. Suggestions for Agenda Items to be included on the October 28, 2024 Board Meeting

1. Minutes of the Regular Meeting held on September 23, 2024
2. Review of Donations Policy.
3. Review of Investment Policy.
4. Review of Resident Non-Resident Policy.
5. Approval of Holiday Schedule for Library Hours of Operation in 2025.
6. Monitoring Report – Communication & Support to the Library Board.
7. Monitoring Report – Ends Focus of Grants/Contracts.

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8. Update on Library Director's 2024 Evaluation Process.
9. Library Director's accomplishment of personal goals for FY 2024.
10. 3rd Quarter Financial Report for FY 2024.
11. 3rd Quarter Strategic Plan Report.

## B. Miscellaneous

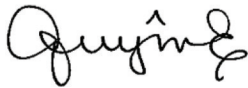
Trustees asked staff to take a look at results since the Fine Free initiative was implemented. Marketing Manager Colin Whitehurst shared we are working on a notice to patrons with long overdue materials to make sure they understand that those items can be returned without a fine. For the November 2024 election, incumbents are all running for the 4 open positions.

## X. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of September 23, 2024.

**DISPOSITION:** The regular board meeting of September 23, 2024 was adjourned at 6:26 PM.

Recorded and Transcribed by,



**Quyên Edwards**

*Library Board Secretary*