

MINUTES

From the March 24, 2025
Regular Board Meeting

I. Start of Meeting

II. Roll Call

III. Board Members Present: Board Members Absent: Library Staff Present:

Board Members Present: Ken Baker, Michele Behr, Jeanne Friedman, Cara Terry, Tom Vance, and Linda Whitlock

Board Members Absent: Donna VanderVries (excused)

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

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

Library Board Chair Tom Vance welcomed everyone to the March 24, 2025 Library Board Meeting. He asked if anyone present had any comments and there were none.

V. Adoption of the Agenda for the Regular Meeting of March 24, 2025

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 Terry and supported by Trustee Whitlock that the Library Board adopt the agenda for the regular meeting of March 24, 2025. Vote 6-Yes, 0-No, 1-Absent (VanderVries) Motion carried.

VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the March 24, 2025 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on February 24, 2025
- B. March 2025 Narrative
- C. Budget Amendments for Friends Donation, Book PO's, and Kenneth Fischer Trust
- D. Financial Condition for February 2025
- E. Statistical Report for February 2025
- F. April 2025 Program Calendar

MOTION: It was moved by Trustee Baker and supported by Trustee Behr that the Library Board approve the consent agenda for the regular meeting of March 24, 2025. Vote 6-Yes, 0-No, 1-Absent (VanderVries) Motion carried.

I. Marketing Plan 2025

- A. Presentation of the 2025 Marketing Plan by Marketing Manager Colin Whitehurst

Marketing Manager Colin Whitehurst said that the 2025 Marketing Plan reflects priorities based on the Strategic Plan for the next year, updates on plans for the future, and changes we have already implemented.

MINUTES

Whitehurst said that the Library Staff and Board are part of the team communicating about what is happening at the library and he sees his position as facilitating the plan. Staff are always helping with editing, brainstorming ideas, printing signage, and creating copy. We are coming up with great ideas together. Jill Austin, Digital User Experience Coordinator, works on front facing technology and digital experiences.

Whitehurst thanked the Social Media Team which consists of representatives from each department: Rachael, Sara, Abigael, Quyen, Emily, and Jill. With the help of this team, the library posts on Social Media daily. He also thanked Olivia, Rachael, Quyen and Jill for their help editing the monthly Portager and e-Newsletter. Quarterly Focuses for additional marketing materials will include Library Services (Makerspace, Friends of the Library Sales, e-Newsletter), Calls to Community (Maker in Residence and Human Library), new service - Books by Mail, and Recollect (the new Heritage Room Digital Collection Software

The main project for 2025 will be ADA Title II updates - aka ADA compliance for the library's website. While it will not be legally required until April 24, 2026, we would like to have this project complete by the end of 2025.

II. Governance

A. MLA Advocacy

Board Char Vance asked if the Board want to make a statement or contact legislators regarding the recent Executive Order which might affect IMLS funding. Discussion ensued. Library Director Klien said that staff have received some calls and questions at the public service desks. A factual statement was posted on Social media regarding potential losses and direct impacts to PDL patrons. Youth staff have been talking to media specialists to determine what MeL funded databases are highly used by students as well as our patrons.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Terry that the Library Board write letters of support for Institute of Museum and Library Services to local representatives. Vote 6-Yes, 0-No, 1-Absent (VanderVries) Motion carried.

The Library Board felt comfortable with the library staff using their judgement moving forward on communicating with patrons the potential and realized effects of any changes to IMLS funding.

B. Circulation Policy

Library Director Klien said that staff have proposed a change to the Circulation Policy We noticed we had long wait times on some mid-tier titles or titles gaining popularity through social media because we allowed individuals to renew their items immediately without holds. Thus, the titles were not available for other patrons for up to three months. We recommend that we change the policy so that renewals cannot be completed more than 5 days prior to an item's due date. Our system will automatically renew an eligible item 2 days prior to an item's due date if there are no holds.

MOTION: It was moved by Trustee Terry and supported by Trustee Baker that the Library Board approve the change in the Circulation Policy as recommended. Vote 6-Yes, 0-No, 1-Absent (VanderVries) Motion carried.

III. Monitoring Reports

A. Asset Acquisition and Disposal Administrative Procedure

Library Director said this document encapsulates the procedure of how we handle acquisitions and disposal. Adjustment for this year under #10 - Sale of library property. This outlines a procedure for how we can appropriately dispose of library property that is no longer of use.

MINUTES

MOTION: It was moved by Trustee Terry and supported by Trustee Baker that the Library Board approve the Asset Acquisition and Disposal Administrative Procedure as written. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

- B. Monitoring Report on Executive Limitation: Asset Protection
- C. Monitoring Report on Executive Limitation: Financial Planning & Budgeting
- D. Monitoring Report on Executive Limitation: Financial Condition & Activities

Library Director Klien said this is the Board's annual review and asked if there were any additional questions regarding the Monitoring Reports and there were none.

VII. Library Director's Reports

A. Final remarks by Library Director for the March 24, 2025 Library Board Meeting.

I met with Representative Longjohn recently and gave him a tour of the library. He and his family are library users and supporters.

Library Director Klien said that pullovers and zip-ups are being purchased for Library Staff. If trustees are interested in purchasing their own logo items, Marketing Manager can place their orders at the same time. Size and color samples are in Austin Lake Room.

Klien also said that the library rolled out the new Earned Sick Time Act according to the State of Michigan's new requirements.

Library Board Chair Vance acknowledged the generous gift from the Kenneth Fischer Trust.

VIII. Process Evaluation

E. Suggestions for Agenda Items to be included on the April 28, 2025 Board Meeting

1. Minutes of the Regular Meeting held on March 24, 2025.
2. Review of Art Exhibit Gift Policy.
3. Review of Programming Policy.
4. Report from Board Liaison to the Friends of the Library.
5. Scheduling of mid-year meeting with the Library Director.
6. 1st Quarter Financial Report for FY 2025.
7. 1st Quarter 2025 Strategic Plan Report
8. Monitoring Report on Executive Limitation: Fundraising Activities.

A. Miscellaneous

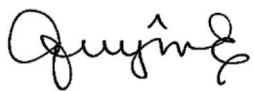
IX. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of March 24, 2025.

DISPOSITION: The regular board meeting of March 24, 2025 was adjourned at 7:05 PM.

MINUTES

Recorded and Transcribed by,

A handwritten signature in black ink, appearing to read 'Quyen Edwards', with a stylized flourish at the end.

Quyen Edwards

Library Board Secretary