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From the April 22, 2024
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, Donna VanderVries, and Linda Whitlock

Library Staff Present: Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Doran Lefaive, Abby Pylar, and Colin Whitehurst

Library Staff Absent: Steve Rossio and Laura Wright

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

Library Board Chair Tom Vance welcomed everyone to the April 22, 2024 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 April 22, 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 Vander Vries and supported by Trustee Baker that the Library Board adopt the agenda for the regular meeting of April 22, 2024. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

VI. Board Meeting Guests

A. State Representative Christine Morse

Board Chair Vance welcomed 40th District Michigan State Representative Christine Morse to take the floor. She thanked the Library trustees and staff for the opportunity to meet and speak with them. She explained that she is in her 2nd term which expires in December 2024. She is not seeking reelection and will be seeking a new opportunity. Representative Morse has a law degree from Wayne State University and brings her legal experience to the Appropriations Committee. As Chair of the Subcommittee for Health and Human Services, she oversees a significant portion of the state budget. She's also active in committees focused on corrections, veterans, and firearm safety. Representative Morse said that it is an exciting time of the year as the House of Representatives is working to move the 2025 budget forward. She spent some time talking about the timeline and the process including negotiation with Senate, etc. In the special elections this month, the Democratic majority was restored.

Representative Morse said she is a lifelong reader. She acknowledged the current pressure on Library systems and met with state legislation to discuss attempted book banning. Representative Morse shared her belief that parents bear the responsibility for overseeing their children's reading choices and advocated for equitable access to library resources, enabling individuals to make their own selections based on what they deem suitable.

Representative Morse opened the floor to questions from trustees.

Trustee VanderVries asked Representative Morse her thoughts on how the November election will unfold. Morse responded that there is the possibility of a lot of activity depending on the results. Trustee VanderVries asked Representative Morse for her comment on the AxMITax ballot initiative

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to end real and personal property taxes. She responded that it is a serious concern. The group is currently gathering signatures.

Trustee Behr asked Representative Morse's opinion on the need for librarians in schools. She said that she would welcome additional feedback, and understood the positive impact librarians have on children and communities.

VII. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the April 22, 2024 board meeting before its adoption. Trustee Terry asked to add MLA Advocacy onto the Consent Agenda as Item J since it was accidentally overlooked and asked to discuss Item E - Statistical Report for March 2024.

- A. Minutes of the regular meeting held on March 18, 2024
- B. April 2024 Narrative
- C. Budget Amendment Grant, Adult Fiction, Seed Library
- D. Financial Condition for March 2024
- E. Statistical Report for March 2024
- F. May 2024 Program Calendar
- G. Review of Programming Policy
- H. Review of Art Exhibit Policy
- I. Monitoring Report on Executive Limitation: Fundraising Activity
- J. MLA Advocacy (ADDED)

MOTION: It was moved by Trustee Baker and supported by Trustee Whitlock that the Library Board approve the consent agenda for the regular meeting of April 22, 2024, excluding Items E and J. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

Item E - Statistical Report for March 2024

Trustee Terry referred to the Statistical Report and asked why there is a significant decrease in net acquisitions. Library Director Klien said that AV circulation is down and we are discontinuing the CD collection which has been discarded. There is also a decrease in purchasing DVDs and Talking Books on CD. Terry said she also seems to observe fewer New Books. Klien said that circulation is up dramatically and the Favorite Author Collection means that a lot of the new Adult items are not ever sitting on the shelf because of hold lists.

Item J - MLA Advocacy - Trustee Terry asked about the ROI Calculator as mentioned in the MLA Advocacy report. Library Director Klien explained that the ROI (Return on Investment) calculator is a tool to evaluate the value and impact of libraries within communities. This calculator assesses the benefits that libraries provide in terms of economic, educational, and social outcomes compared to the investment made in them. By inputting various data points such as usage statistics, program attendance, and community demographics, the calculator generates an estimate of the library's return on investment. This helps stakeholders, policymakers, and the public better understand the tangible benefits that libraries bring to their communities, beyond just the cost of operating them and is an important tool to use for a library millage campaign.

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MOTION: It was moved by Trustee Terry and supported by Trustee VanderVries that the Library Board approve Items E and J on the consent agenda . Vote 7-Yes, 0-No, 0-Absent. Motion carried.

VIII. Governance

A. Scheduling of Mid-Year meeting with the Library Director

Library Director Klien reviewed the process with Trustees. She will meet with Library Board Chair Vance in advance of the May Board Meeting for a checkin and discussion of progress towards her Board approved goals for the year.

B. Allocation of Gifts and Donations 2023

Library Director Klien and the library staff made the recommendation that unallocated Gifts and Donations from 2023 be dispursed in the following ways:

Huddle Table to enhance large study room technology \$1,500

Artificial Foliage for Decorating Public Space \$1,000

Educational Vinyl Banners for Courtyard \$3,000

Bike Repair Station \$2,500

Outdoor Furniture \$8,226.45

Collections Enhancements for eMaterials and DEIA \$16,000

MOTION: It was moved by Trustee Friedman and supported by Trustee Terry that the Library Board approve the Allocation of Gifts & Donations 2023 as recommended. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

C. Library of Things Policy

After much discussion between Adult, Youth, and Technical Services, along with recommendations from Library Attorney Anne Seurynk, Library Director Klien said that what you see before you is a policy that outlines how we will run our Library of Things services to our community. Challenges to items included in the Library of Things will fall to the Material Selection Policy. Klien also mentioned that the Statement regarding the Michigan Penal Code was suggested by the library's attorney since we may want to add items with a higher value, but need to have heavier language to emphasize that there are stronger consequences for not returning them. Klien said that the Library of Things collection is starting with games, activities, metal detector, musical instruments, and childrens toys such as balance bikes. Klien said that staff was cautious about items that need to be sanitized/cleaned and decided against including them at this time. Klien asked if trustees had questions about the Library of Things.

Trustees wanted to know if patrons will be able to put holds on items since there had been a problem with the telescopes and hotspots in the past. Klien said the ability to place holds will depend on the item. The items are divided into Tier 1 - for all ages and Tier 2 - restricted to patrons over 18, usually items with higher price tags and/or the potential for danger. Mature content. Tier 2 items will require the signing of a waiver. Sample waiver on page 36.

MOTION: It was moved by Trustee Friedman and supported by Trustee Baker that the Library Board approve the Library of Things Policy as proposed. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

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I. Ends Development

A. First Quarter 2024 Financials

Business Manager Rob Foti said that there is nothing unexpected in the First Quarter Financial statements. Tax collections on target. State Aid payment 1 of 2 have been received and are all on pace with \$20,000 over what was budgeted. Other revenue - fines and fees are on target. Penal Fines will be collected in July. Interest income remains high. The library is currently anticipating a rebate on building insurance for an amount between \$15-20,000. Foti concluded that Salaries and wages are close to the targeted amount; the library is fully staffed with the exception of two open positions for summer only assistance.

B. First Quarter 2024 Strategic Plan Report

Library Director Klien discussed activities from January -March as reported in the First Quarter 2024 Strategic Plan Report. She asked trustees if they had any questions. Trustees had no questions and commented that they enjoyed the format of the quarterly report.

IX. Library Director's Reports

A. Final remarks by Library Director for the April 22, 2024 Library Board Meeting.

Friends of the Library Liaison Terry reported from the Friends April Board Meeting. Front desk sales were \$6,700 last year, on pace for more than that this year. Last book sale is back to pre-covid numbers with revenue of \$5,300. Terry commented that the Friends are a great group of people, and put in a lot of time and hard work. to support the library with their book sales.

Klien announced that Facilities Manager Doran Lefaive has put in his resignation for retirement at the end of May. Trustees thanked him for his service.

Klien said we are expecting Kim Phillips, Director of the Zhang Portage Senior Center at next month's meeting. She reminded trustees that the meeting will be the third Monday in May in Long/Gordneck Lake Rooms. We will be taking a Board photo next month

Feedback regarding County ID's being issued in the library. Klien said the County would like to set up a table here at PDL offering that service and could accept payment or use a scholarship. Trustees voiced support as it is for a government agency for a service provided on the spot.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the May 20, 2024 Board Meeting

1. Minutes of the Regular Meeting held on April 22, 2024.
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 2023.
7. Monitoring Report on Executive Limitation: Fundraising Activities.

B. Miscellaneous

Trustees appreciated the Spotlight on Volunteers this month!

Number of PASS cards in March. Impressive use and successful program.

Mysterious Case of Rudolf Diesel author visit in Kalamazoo.

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Sparks magazine column by library staff Ruth Cowles. She will happily accept any book reviews.

XI. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of April 22, 2024

DISPOSITION: The regular board meeting of April 22, 2024 was adjourned at 7:10 PM.

Recorded and Transcribed by,



Quyen Edwards
Library Board Secretary