

Big Rapids Community Library
Library Board Meeting

Agenda

January 13, 2022

Meeting held in Community Room

1. Call to Order

- The Library Board Meeting was called to order by Catherine Johnson at 5:31 pm.
- Board Members in attendance: Catherine Johnson, Chelsea Mitchell, and Beth Schoenlein.
- Library Staff in attendance: Lauren Perkins (Library Director) and Sarah Welch (Head of Programs and Services).
- Public in attendance: none

2. Reading and Approval of November 2021 Meeting Minutes

- The November 2021 Meeting Minutes were reviewed. The report required a couple technical corrections but no change to content.
- Beth Schoenlein motioned to approve the November 2021 Meeting Minutes. Chelsea Mitchell supported. All members in favor. Minutes were approved.

3. Correspondence and Communications

- Jennifer Njenga has resigned her position on the Library Board.

4. Public Comment

- none

5. Report of the Library Director

- Thank you to Board Chair Catherine Johnson for attending Community Giving Day.
- Mental Health First Aid Grant accepted by City Commission, the first payment of \$1,000/\$3,000 will be sent shortly.
- Ordered seeds for the Spring 2022 Seed Library.
- Received a donation of over \$4,000 from 100 Mecosta County Women Who Care which has been used to create an Early Chapter Book section to bridge the gap between Early Readers and Chapter Books.
- Friends of the Library donated \$3,743 for the purchase of new books in December.
- MI-83 Digital Library Connection Grant - AARP Funds for Big Rapids \$3,125 for purchase of ebooks and audiobooks. "In keeping with the federal legislative priorities, digital content topics will include mental health, workforce development, job seeking skills, health, and general educational needs with a focus on nonfiction titles to enhance current collections and create new ones."
- Staff completed the Beginning Workshop from the Library of Michigan.

- Kayla Brock will receive a Level 3 Limited Professional Certificate and Howard Botma will receive a Level 4 Paraprofessional Certificate.
- “The Emergency Connectivity Fund is a \$7.17 billion program funded by the American Rescue Plan Act of 2021 to help schools and libraries support remote learning. The Program will provide funding to schools and libraries for the reasonable costs of eligible equipment and services that can be provided to students, teachers, and library patrons who lack connected devices, such as laptop or tablet computers, and/or lack broadband access during the pandemic.”
 - A charging cart will need to be purchased to store and charge materials.
 - Beth Schoenlein motions to approve the purchase of a charging cart. Chelsea Mitchell supported. All members in favor. The purchase of a charging cart has been approved.
- Leadership Mecosta has agreed to help fundraise and rebuild the Community Garden with the help of County and Local Police and Firefighters.
- Festival of Arts - three programs scheduled to be held at the library.
 - Programs will be limited to 25 participants.
 - Chelsea Mitchell motions to approve hosting the events at the library. Beth Schoenlein supported. All members in favor. Hosting the three Festival of the Arts in-person programs at the library has been approved.
- The Library will be closed to the public on January 17 in observance of MLK Jr Day.
- Circulation Statistics: 1,078 Checkouts - Calendar Year to Date, \$18,425 Total Saved - Calendar Year to date, 1,413 Searches - Calendar Year to Date

6. Old/Unfinished Business

- Update from Clare Membiela, Library of Michigan
 - The City of Big Rapids currently levies one mill (without a vote). The Library Board has the power to request that a second mill be put on the city ballot.
 - The Big Rapids Community Library is a Pa164 Section 1 Library.
 - This new update from Clare Membiela does not address the issue of the township contracts. She does, however, recommend the Library Board reach out to a lawyer who understands Library Law.
 - Beth Schoenlein motions that the Library Director makes contact with a lawyer who works with Library Law to inquire about our township contracts. Chelsea Mitchell supported. All members in favor. Contacting a lawyer who understands Library Law has been approved.

7. New Business

- Approve State Aid Report for submission
 - 2020 to 2021 fiscal year
 - Catherine Johnson, Library Board Chair, will need to sign it.

- Study Session Technology/Laptop/Tablet Lending Policy - review and discuss document “Emergency Connectivity Fund Solution: Laptop/Tablet Lending”
 - The Children’s Internet Protection Act requires that libraries use internet filters to protect children. The library currently uses a program called SonicWall. How can we get this on all the new devices?
 - Hotspots will only have their connection paid through August.
 - The program requires that the users will need to sign paperwork that says they do not have access to the internet or a computer. This information will need to be retained for ten years.
 1. Is keeping this information a privacy issue?
 - Patrons will accept full responsibility for the item. They must have a valid photo ID and current library card in order to check an item out. Each item will be available to the patron for 21 days, with the possibility to renew it one time. There will be a fee of \$100 dollars if the item is not returned.
 - All items received through this program must be able to leave the library
 - Beth Schoenlein motions to accept the additions to the Tech Device Checkout Policy and User Agreement. Chelsea Mitchell supports. All members in favor. The additions to the Tech Device Checkout Policy and User Agreement have been approved.
- Modifying the library’s Acceptable Use of the Internet Policy
 - Any Emergency Connectivity Fund (ECF) supported equipment and services can only be provided to patrons who declare they do not have access to the equipment for services sufficient to access the internet.
 - Library staff will provide limited assistance. Workstations are available on a first-come, first served basis to Library users. Current sessions are set at 60 minutes, but time can be extended for an additional 60-minute session if there are other available computer workstations for incoming patrons. Once time is extended, if all computers are full and a patron needs to use the computer, the patron whose time was extended first will need to relinquish their computer immediately.
 1. Beth Schoenlein motions to modify the library’s Acceptable Use of the Internet Policy. Chelsea Mitchell supports. All members in favor. The modifications to the Acceptable Use of the Internet Policy has been approved.

8. Unscheduled Business

- The current term length for the Library Board is five years. Can this be shortened to three years? How is the length of time determined?

9. Next Meeting

- The next meeting is scheduled for Thursday, March 10, 2022 at 5:30 pm.

10. Adjournment

- Catherine Johnson adjourned the meeting at 6:47 pm.