

## **Big Rapids Community Library - Library Board Meeting**

Held in Community Room at the Big Rapids Community Library

April 3, 2024

### **1. Call to Order**

- The Library Board Meeting was called to order by Sarah Lucas at 5:30 pm.
- Board Members in attendance: Laura Herron, Sarah Lucas, Chelsea Mitchell and Mike Ryan
- Board Members absent: Ralph Crew
- Library Staff in attendance: Lauren Perkins (Library Director) and Sarah Welch (Head of Programs and Services)

### **2. Reading and Approval of March 2024 Meeting Minutes**

- The March 2024 Meeting Minutes were reviewed.
- Mike Ryan motioned to accept the March 2024 Meeting Minutes. Laura Herron supported. All members in favor. Minutes were accepted.

### **3. Correspondence and Communication**

- Sarah Lucas received an email from a library patron about their ineligibility to get an Employee of a Big Rapids Business Library Card. Will discuss during New Business.

### **4. Public Comment**

- none

### **5. Financial Report**

- Reviewed.

### **6. Report of the Library Director**

- April is Poetry Month
- Director completed the Internal Controls segment of the Financial Management Course.
- We had two class visits from the Mecosta-Osceola Career Center. Sarah instructed them about resources available through mel.org. The students had to plan a class based around a book for prek-2nd grade.

- In March we continued Storytime, Arts & Crafts with Creativebug, and several STEM programs, two of which with the Sloan Museum of Discovery. We also hosted a morel hunting seminar with Anthony Williams which drew in 36 people.
- RFID Conversion Project is still underway. Non-fiction, YA, Oversized, Classics, JFIC, JGN, Easy Readers, Audiobooks, AFIC A-K etc., have been tagged. The collection has been maintained and weeded extensively according to condition, relevance, and demand.
- The Seed Library opened in March 2024. Patrons can check out up to 10 seed packets with their library card. In March, 245 seed packets were checked out. To supplement this service, we have scheduled three programs with Bevin Cohen.
  - Making Herbal Teas, Tinctures & Oils with Bevin Cohen  
4/13/2024 at 2:00 pm.
- March 15, 2024: The library will begin to hand out free solar eclipse glasses for the upcoming April 8, 2024 solar eclipse.
- Solar Eclipse Programming: Make a Pinhole Viewer on April 4 at 4:00 pm; Decorate Solar Eclipse Glasses on April 5 and 6 all day; Solar Eclipse Viewing Party (NASA live stream in Community Room if cloudy)
- Neighborhood Forest deadline to register for a free tree to plant for Earth Day was March 15. We had 150 people register for a free tree.

## **7. Old/Unfinished Business**

- Library Tour

## **8. New Business**

- Purchase of Stanley M-Force automatic door opener
  - Reviewed bid. Installation scheduled for April 8. Tax exempt.
  - Mike Ryan motioned to approve the purchase of the Stanley M-Force automatic door opener. Chelsea Mitchell supported. All members in favor. The purchase of the Stanley M-Force automatic door opener has been approved.
- Chapter 1 of the Trustee Manual and the Open Meetings Act
- Circulation Policy discussion

- How will library staff confirm patron's eligibility? What kind of proof of employment can be accepted?
- Lauren Perkins reached out to Anne Seuryneck to determine the specific language for staff training and a library policy update.
- The Library Board has requested that Lauren Perkins respond to the patron's email (see Correspondence and Communication.)

**9. Unscheduled Business**

- none

**10. Public Comment**

- none

**11. Next Meeting**

- The next meeting is scheduled for Wednesday, May 1, 2024, at 5:30 pm.

**12. Adjournment**

- Sarah Lucas adjourned the meeting at 7:01 pm.