

**Big Rapids Community Library  
Library Board Meeting Minutes  
May 8, 2018**

The Library Board meeting was called to order by M. Emerson at 4pm.

In attendance: Catherine Johnson, Mae Emerson, Alma Wortley, Sharon Kuhn, and Beth Schoelein.

Others in attendance: Chris Cook, Assistant Library Director.

March minutes were still unavailable to review and will be approved at a following meeting.

April minutes were reviewed; the only correction was to the spelling of Dave Hamelund's last name. There was a motion and 2<sup>nd</sup> to approve the minutes; they were unanimously approved as corrected.

**Correspondence and Communication** – Copies were given to all members of a Letter of Reconsideration from a patron on a book to be removed from the Teen collection (P.S. I Miss You, by Jen Petro-Roy).

After reviewing the letter, the Board does not recommend removing the book from the collection and asked for a response letter to be written to the patron. Chris will prepare a letter and that will be reviewed by the Board so that it can be sent to the patron.

**Public Comment** – None.

**Financial Report and Approval of Expenditures-**

*April Revenue and Expenditure Report – Library*

The Revenue and Expenditure Report was unavailable and will be presented at the June meeting.

*April Revenue and Expenditure Report – City*

The Revenue and Expenditure Report was reviewed by the board.

C. Johnson moved to approve the financial reports of the Big Rapids Community Library of Big Rapids, B. Schoelein seconds, financials approved.

**Circulation and General Statistics**

The circulation and general statistics were reviewed.

**Director's Report –Submitted by Chris Cook, Library Assistant Director**

The mission of the Big Rapids Community Library is to provide quality information and assure equal access to all materials using appropriate technologies. The Big Rapids Community Library staff is working together to accomplish the library's mission.

Provide Quality Information:

- Dropped off more Books Around Big Rapids baskets.
- Library at Earth Day event at Red Fox on 4/28. Seed library main topic of discussion, but other programs & services & library cards set up – part of the day.

- Library at Community Expo on 4/28 – storytelling plus info on library services and programs. Some free books handed out.
- Money Smart Week Presentations at 3 schools.
- High school book club had their monthly meeting with Tirzah as moderator.
- 2 teachers had sets of books delivered to their classroom for projects.

#### Assure equal access to all Materials Using Appropriate Technologies

- Acting as the hub for Community Garden Box sign-ups.
- Most of the Community Garden Boxes in our park are installed and ready to be planted.

#### Things which are noteworthy

- Miriam on maternity leave until June 11<sup>th</sup>.
- Summer Reading info goes out to the schools and in the water bills later this month and first week of June.
- Info on the Book Fair will go to the schools too.
- We have 3 different grade school classes coming to library in May, with another in June.
- Garden party planting on Thursday.
- The Chicken 101 Program happened at the library
- Emalie’s creative work is being used for “regular” marketing posters, handouts, Facebook posts, etc. – and also on the new magnets that have been ordered that has the hours of the library, along with address, phone no., and website.
- Gearing up for summer reading program.
- Summer pages are hired; 3 working in May; 1 in June. 3 Ferris work-study pages are already gone until fall.
- Mural has been sealed; waiting for it to be hung on the front of the building.
- Anna Howard Shaw Memorial Park sign installed by the city.

#### Other Projects Include:

- PayPal or other credit card accepting program.
- Roof bid, to happen in the Spring.

#### **Old Business-**

##### *Anna Howard Shaw Memorial Park update-*

Water line expected to be installed by the city soon for the community gardens. Hammock posts and the post for the Phelps Free Library should be able to be installed soon as the weather improves. As noted in the Director’s report, the community garden boxes have been delivered and most are in place including the soil.

**New Business** – Chris talked for a few minutes about the last two library conferences that she attended. For the PLA conference in October, the Board had already received a copy of a presentation summarizing major points. Regarding the recent Small and Rural Library Conference, Chris said she needs to do a recap of interesting ideas and will share them with the Board at a later time, since the conference was only the week before. Also, many “takeaways” from both of these conferences

**Unscheduled business – None.**

M. Emerson adjourned the meeting at 4:45pm  
Next meeting, Tuesday, June 12, 2018

Respectfully Submitted,  
Chris Cook, Library Assistant Director