

**Big Rapids Community Library
Library Board Meeting Minutes
November 2018**

The Library Board meeting was called to order by C. Johnson at 4 PM.

In attendance: Catherine Johnson, Sharon Kuhn, Alma Wortley, Beth Schoenlein, Tirzah Price (Library Assistant), Chris Cook (Assistant Director), and Lauren Moran (Director).

Absent: Mae Emerson

Meeting Minutes

The October Board Meeting Minutes were reviewed. Correction to “public comment section” where the sentence had not been completed. Motion to approve, as corrected, made by A. Wortley and S. Kuhn seconded it. Approved as presented.

Correspondence and Communication – None.

Public Comment –None

Financial Report and Approval of Expenditures-

November 2018 Revenue and Expenditure Reports – City . These reports were reviewed by the Board and accepted.

Circulation and General Statistics

The circulation and general statistics were reviewed for the month of November, 2018.

Director’s Report

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:

- Outreach Table at Fall Fest 10/27 provided library card and event information.
- Beekeeping Talk provided both a hobbyist and entrepreneur perspective on keeping bees. Different types of (empty) hives were brought in for demonstration.
- Substitution for Author Talk with Jeffrey Alexander with two gracious PhDs from Grand Valley State, Dr. Carl Ruetz III and Dr. Mark R. Luttenton, Ph.D., Associate Dean of the Graduate School, Professor of Biology, who donated their time and expertise and led a very interesting talk about the greater Muskegon River area and the tragic demise of the arctic grayling as well as efforts to reintroduce the species to Michigan.
- October displays for Domestic Violence Awareness Month offered information and resources to get help for victims of domestic violence.
- Distributed flyers with November events in the monthly water bill.

- Purchased over \$1,000 in new board books for the Catch 'Em in the Cradle initiative funded by the Friends of the Library. We re-designed the logo and delivered the books with early literacy informational materials to the Spectrum Health Birthing Center to be distributed to each new mother and baby.

Assure equal access to all Materials Using Appropriate Technologies:

- Activated the Kid's Catalog and updated the Library website.
- Halloween Costume Contest: we established a Photo Release Form Policy to allow pictures to be posted on social media with parental permission.
- Remote Check Out with Apollo allows Tirzah Price to bring new books to the High School lunch hour book talk and check them out directly to interested students.
- Kanopy: The largest dedicated video streaming solution for libraries, featuring over 30,000 films, from 1,200 content partners (Criterion Collection, Great Courses, PBS, Fred Wiseman, etc.) Kanopy Kids, a collection of educational film that supports literacy programs, learning languages, social learnings, and more. The content is reviewed and age-rated by Common Sense Media, which is the most highly trusted source of content reviews and age ratings for children. Films come with "group showing" rights for community programming events. The only streaming platform to provide full legal accessibility (captions, transcripts, disability user settings) Strictly usage based: No setup fees, platform fees or access fees. As we assess the usage, our patrons will have access to 10 films per month/per library card.
- Chris Cook continues to offer computer and technology workshops for patrons.

Things which are noteworthy:

- New Library Director Lauren Moran started on Oct. 15th.
- \$3,000 Credit from ProQuest received and added back into the book budget.
- Outreach at the Holiday Market 11/16 from 10am-2pm
- Participating in the Festival of Lights Parade with a float on Nov. 17th @ 6pm
- "Solstice Social" on 12/21 to celebrate the library, winter season, and fundraiser for the early literacy playground. Crafts and cocoa!
- Comic Strip Program in the Festival of the Arts on Tuesdays in February
- Mary Ryan Memorial Art Unveiling and Dedication on Nov. 15th @ 6pm
- Potential mural on library exterior by Carl Oxley III
- Teen programs: Monthly: Movie, Makerspace. Quarterly: Teen Book Club
- 3-D Printer coming soon in December 3rd-14th
- Santa will be visiting Dec. 13th from 5-7pm
- New Neighborhood Services Director Paula Priebe
- Library Closed Thanksgiving 11/22-11/24
- Library Closed Christmas 12/22-12/25 and 12/29
- Open Holiday Hours 12-5pm 12/26-28th

Old (unfinished) Business

- a. Roof repair is finished.
- b. Early literacy playground. A “community build” will save 30% and the contractor thinks that it can be accomplished within a few days. We are waiting for the water line to be installed by the city and additional funding.
- c. Little Phelps Libraries. Spectrum Little Phelps Library is up. Chris Cook has been replenishing the libraries with new titles. Chris said we are looking for volunteers who will help with this project since some of the locations monitor the libraries often and some do not. There are 10 of them throughout the city.
- d. After speaking with Aaron, we found a way to incorporate Paypal on the library website specifically for donations to the Early Literacy Playground. FOTL will make a separate designated checking account which we will attach to a Paypal account for those donations. We are still looking into options for fine & fee payment.

New Business

- a. The next year’s board meeting schedule was discussed. Day of the week was changed to Thursday and the time was changed to 5:30 PM to better accommodate the public and board member schedules as well. This change of day and time goes into effect in January 2019. Schedule finalized as the second Thursday of the month, with no meetings in February, July or December, at 5:30 PM at the library.
- b. Since not all board officers were present, it was decided to table the discussion and any decisions related to board officers for the coming year, plus an update on everyone’s terms and any restrictions for current board members on holding office. Lauren asked to locate the information on board member terms to make it available for the next meeting.
- c. Tirzah Price shared information on the YALSA conference she attended in November, which was focused on teens/young adult programs, materials and related issues.
- d. Lauren talked about the possibility of getting a mural painted on the on park-side of the library building this year.

Unscheduled Business -- None.

Next meeting scheduled for January 10, 2019, 5:30 PM.

C. Johnson adjourned the meeting at 5:35 PM.