Henika District Library

Meeting Minutes

Henika District Library

Board of Directors Meeting

March 11, 2020 at 6:00 pm

**Members Present:** Meghan Augustin, Jacqui Kuhn (attending virtually from City of Wayland via Zoom), Sara LeFevre, Gary Marsh, Danielle Simmons

**Members Absent:** Suzy Byville, Amy Huyck, Maria Musgrave

**Staff Present:** Nicole Gray – Director

**Guests:** None

1. Call to Order: Meeting called to order at 6:03 pm by LeFevre.
2. Approval of Agenda motioned by Simmons and seconded by Marsh. All yes, motion passed.
3. Community Opportunity to Address the Board
   1. Friends of the Library Update: Melanie Suk is stepping down from her role as President of FOTL and none of the current members are interested in stepping into a leadership position. If a replacement is not found by March 18, FOTL will legally dissolve on March 19. Conflict of interest laws prohibit library staff and board members to take over this role. Gray asked the board to let her or Suk know if they knew of anyone interested in taking over Suk’s position.
4. Approval of February 2020 Meeting Minutes motioned by Augustin and seconded by Marsh. All yes, motion passed.
5. Financial Reports for February 2020
   1. Credit Card Detail Report was reviewed. Some cleaning supplies were purchased with the credit card due to availability issues and the need to purchase some of these items at the store.
   2. YTD Budget vs. Actuals was reviewed.
   3. United Bank accounts were reviewed.
   4. Marsh noted that other area libraries are offering free copies for the month of March. Gray explained that the library has not been charging its normal rate for copies and that all income from copies is currently by donation.
   5. The Memorial Donations line item includes a $1000 donation from a local member of the community who donates annually from his retirement fund.
   6. Marsh noted that the library’s savings account was set up in the 1980s when interest rates were high. At that time, city and township funds were deposited into the savings account first and moved to the checking account as needed to pay bills. Marsh inquired about moving some of the balance of the checking account to the savings account. Gray explained that changes in regulatory compliance make it more complicated to move money between these two funds; currently deposits from city and township revenue and cash register funds are deposited into the checking account and penal fines are deposited into the savings account. The savings account is set aside so the library could run if there was ever an issue with the checking account.
   7. Approval of paid bills motioned by Marsh and seconded by Augustin. All yes, motion passed.
6. Director’s Report
   1. Occupancy signs have been removed after the new health order allowed the library to increase maximum occupancy to 25 patrons in the building. Restrictions on computer time limits were lengthened from 30 minutes to 60 minutes.
   2. The library is open to the public Monday through Friday, with curbside only on Saturdays. Curbside service is necessary to offer so patrons who cannot or choose not to wear a mask have the ability to receive service. It is difficult to cover Saturdays with Stefani on maternity leave. If mask mandates are lifted before Stefanie returns from leave, adjustments may need to be made to Saturday hours to ensure adequate staff coverage.
7. Old Business
   1. Gray will bring more information on the bank accounts to the next meeting to further the discussion on depositing funds into the building fund account.
   2. The discussion on scheduling dates for painting the front entryway is tabled to the next meeting.
   3. Collection development was discussed at length. The board discussed the availability of classics, as well as the diversity of the library collection. Gray presented a list of roughly 200 books considered to be classics and noted availability both at Henika and within the library cooperative system, as well as circulation statistics for books not currently in the Henika collection. A few books with good circulation statistics that are not currently in Henika’s collection due to damage or loss were added to a list of items to repurchase. Circulation statistics have improved significantly since the current staff started working at the library in late 2018, and the collection development policy was rewritten and subsequently approved by the board in January 2019. Simmons shared concerns about the types of materials that are displayed and stated that it feels as though there is an agenda or narrative being pushed through these displays. There was discussion around the display of “progressive” materials and a lack of materials representing more “traditional” values, such as Christian materials. Gray noted that Rachel and Stefanie try to be proactive in diversifying their selections when purchasing items for the library collection, and Stefanie recently purchased a selection of Christian fiction for the youth collection. Gray reminded the group that the mark of a good library is offering a diverse selection of materials of different viewpoints to serve all 7,000 people in Wayland, and that sometimes that diversity may result in discomfort with some of the materials. Staff has shown interest in conducting a diversity audit, but unfortunately that process would likely take six months to a year to complete. The difficulties of the youth area containing young adult materials in a shared space that is frequented by younger children was discussed, as well as the method by which books are randomly selected for front-facing display. Kuhn inquired about the possibility of being more purposeful with the selection of books to display front-facing to ensure a more diverse selection being prominently displayed. Gray noted the possibility of assigning project leads to do a walk through weekly to ensure a diverse display. Further discussion on this topic to continue at the next board meeting in April.
8. New Business
   1. No new business was presented.
9. Around the Table
   1. LeFevre noted the change in schedule for the April meeting, which will be held on the third Thursday – April 15 – due to the usual second Thursday falling during Wayland Union’s spring break. The ability to conduct meetings virtually has not been extended past March 31, so the April meeting will be conducted in person.
10. Adjournment: Meeting adjourned at 7:04 pm by LeFevre.