

# Petoskey District Library

## Board of Trustees Meeting Minutes: January 28, 2022

Call to order at 5:00 by President Ann Ingles

Present: Kim Block, Ann Ingles, Amy Janssens, Trevor Nelson, Mike Atchison, and Val Meyerson (Library Director). (Quorum requirements met)

Agenda Approved, by consensus: No changes.

Minutes Approved, by consensus: No changes.

Bills Approved, by consensus: No changes.

Public Comments: None.

### **Treasurer's Report:**

- Kim asked why the electrical bill increased more than 10%. Val did not know but will ask the city. Mike wanted to know what else was included in the bill (sewer and water). Kim also wanted to know why the building repair and equipment repair actual bills are so much less than what was budgeted. Val clarified that we did not put in the new snowmelt system so that saves \$40,000 and we rarely use the amount budgeted for equipment. The spreadsheet is pre audit. The final will come out after the auditor finalizes it and that will be used for next year's budget.

\* Val sent an email on 1/28/2022 clarifying that 3 out of the last 7 years, the yearly public utilities cost was \$34,000.

Board Members' Comments: Ann welcomed Mike Atchison, our new board member.

### **Friends of the Petoskey Library (Anne Lewis):**

- She said that Ann Moffat put age appropriate books from the book into the Growing Readers Together room for students and teachers to use as incentives.
- January Family Literacy Night was canceled, but hoping to get started in February. The Friends provide gas cards and paper products for the families who attend. They also serve dinner and clean up.
- The Friends plan on helping fund the Building Assessment/Capital Improvements engineering study for the Library and the Carnegie building.
- Staff Appreciation day will be February 14. They will provide food and treats for the library staff to show their appreciation and celebrate Valentine's Day. They will pay for this out of their slush fund.
- A NCMC marketing student is helping the Friends develop a marketing plan.

## **Director's Report (Val Meyerson):**

- Val is waiting to hear from OHM to create a building assessment/capital improvement plan for both the Carnegie and library buildings. They will look at all mechanical, architecture, furniture and flooring. We will get this proposal in February's packet.
- The Carnegie has moisture in the basement and tiles are popping up in the women's restroom and kitchen. 24/7 Sewer was called to make sure the drain was not backed up.
- One of the 14 furnaces went out in the main library which heats the circulation desk. It will be replaced on 1/28/2022.
- Val is working on the annual report and will take it on the road to the townships in March and April. Board members are encouraged to attend those meetings.
- Val is worried about door count and circulation statistics- they are not going up and even dropping. The number of card holders went down from last year. Cards expire after 2 years and need to be renewed. This is to keep information up to date. Patrons are given emails to warn of expiration. Amy thought the drops might be from families using one card and letting others expire. Mike thought that we are not post COVID yet so it is hard to compare to prior pandemic. Older patrons may still be reluctant and careful.
- 12 inmates received books from the library to this date. Friends support this program through the Book Store, and we also received a private donation.
- Val is talking to website vendors. The website committee will get a chance to choose between two.

## **Board Members' Comments:**

- Ann reminded board members they may use Val's goals for her evaluation. Evaluations are due before next February's meeting and Ann will compile them again. Amy will create a google form and resend.
- Mike questioned the intention of board member comments. Ann clarified it was to report community comments, positive (or negative) observations, etc. Mike suggested surveying people who zoom into meetings to find out why they attend.
- Val supports virtual meetings for the library cooperatives and for community members to attend library meetings. She would like to see board members stay in person.

## **Unfinished Business:**

- Student Trustee: Kim would like to move forward with this policy. It was suggested to contact Scott Smith from Resort Township and Sarah Ford from YAC to help with policy and interview suggestions. The policy will be written by February's meeting. Amy observed that high school students are looking for opportunities to get involved in the community, share their voices, and lead. Ann would still like the Teen committee to report to board meetings.
- Photo Recording Policy: We do not need to require insurance for commercial photographers. Amy motioned to approve the policy. Trevor seconded the motion. It was passed unanimously.

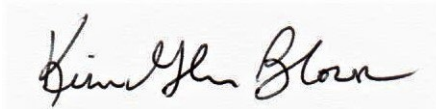
## **New Business:**

1. Officer elections: Amy asked if Ann could stay on as president since 3 of the 4 board members have been there for less than a year. Mike motioned to allow a temporary exception to the bylaws for presidential term limits by extending Ann's presidency for one year. Trevor seconded it. It was passed unanimously.

2. Kim motioned to approve the slate of officers of Kim as secretary, Trevor as vice president, and Amy as treasure. Mike seconded the motion. It was passed unanimously.
3. Face mask policy: Amy motioned to approve the face mask policy. Trevor seconded it and it was passed unanimously.
4. Collection Development Policy: The only change to the policy is removal of the word "marginalized" as it may be offensive to some people. Val described the collection development process. 3 to 4 staff members select items by reading reviews, checking with experts, looking at best seller lists, looking at the collection as a whole, and looking at what the community wants. They also weed the collection due to limited space. They look at the condition of books, the currency (obsolete or accuracy), and demand (the last time it was checked out). They look at if the book fills a hole even if it is not circulated a lot. This is done daily. Everyone has the right to get information. This is a legal right- the library can be sued for removing a book without just cause. If a patron has an issue with a book, he/she must fill out a Reconsideration Form and it will go to the board. This has only happened once or twice in Val's career. Mike commented that this shows how well Val communicates with and listens to her patrons. The policy was approved by consensus.
5. Capital Project Consultants Assessment: We will look at this in February.

Public Comments: none

Adjournment: Ann adjourned the meeting at 6:26.

A handwritten signature in black ink that reads "Kim Block". The signature is written in a cursive style with a large initial "K".

Minutes submitted by Kim Block.