

# Petoskey District Library

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

**Call to order at 5:00 by President Ann Ingles**

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

**Agenda approved:** Meeting room policy added.

**Minutes approved** by consensus with no changes.

### **Bills approved: No changes.**

Amy asked about the bill to pay Aran Kessler who took pictures for the new marketing campaign. Mike asked about the Key Government Finance payment which is when the library pays its bond interest payment twice a year. The Municipal Underwriters of West Michigan for \$6700 is the library's annual insurance premium payment. Bills were approved by consensus.

**Public Comments:** None.

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

Amy reported that she is impressed with how the library stays ahead of budget. Currently it is on target or ahead of target to meet budget. Mike asked why the current city taxes were not collected. Val clarified that townships are on the winter roll while the city is on the summer roll. Townships are done paying by April 1. In addition, the county covers delinquent taxes and sends a reconciliation check by May 1. Ann asked about the cost of snow removal for this winter. Val said she will have a report at the next meeting.

**Board Members' Comments:** None

### **Friends of the Petoskey Library (Susan Wagner):**

- April's Carnegie program, History of Man, was attended by 28 people. May's program will be about birds.
- The October 7, 2022 fundraiser, Night at the Library, will have a silent auction. Meals and beverages will be donated. Members are working on vignettes and have sponsors collecting donations in various ways via phone and mailings.
- 28-30 people attended the Family Literacy Night where a fire truck with ladder was on display. June's program will feature Rose The Wonderful Horse.

## Director's Report (Val Meyerson):

- June 2 at 5:30 there will be an antisemitism program put on by ADL. The library is collaborating with the temple and the interfaith committee. It will cover Judaism 101 and Antisemitism 101. On June 22 there will be a discussion program on how to interrupt hateful behavior.
- Val said the photo shoot for the marketing plan is done and she will wrap up with the designer this spring.
- The Ride for Equity is a group of Black leaders who will ride from Detroit to Mackinaw. They will stop in Petoskey to put on an Equity and Diversity program for 20 entrepreneurs on May 22 at 2:30. Val will host and invite attendees.
- Val applied for two grants for Growing Readers Together.
- Amy asked if we have a crisis communication policy. Val said we do not but staff have crisis communication procedures. Kim asked if we should practice scenarios. Board decided to do some training outside of a board meeting in June.
- Kim asked if the June marketing rollout included the website. Website rollout is in the fall and the catalog App rollout is this summer.
- Sleeping bag distribution was a success and more are being requested. Amy may be able to find funds for this project.
- One student has applied for the Student Trustee position so far. Due date is May 1.

## Board Members' Comments:

- Ann wanted updates on the student trustee position.
- Amy said it was lovely to see even more people using the library.
- Mike said he was impressed by the staff conference summaries.
- Ann said she supported staff development and staff attending conferences.

**Unfinished Business: None**

## New Business:

### Display Policy

- The change in policy stemmed from staff wanting to post job opportunities on the downstairs bulletin board. Kim asked about the art display. Val said all current displayed art is owned by the library and the policy would only affect a situation where the library partners with Crooked Tree or an artist temporarily.
- ***Policy was approved by consensus.***

### Personnel Policy

- Val said a staff member revamped the employee handbook. Mike was impressed and said Val does a nice job recruiting and keeping talented staff members. He would like a report on staff talents and strengths to celebrate them. Amy commented that they are a "really powerful group of humans."
- Kim asked if all city employees receive the same benefits, etc. Val confirmed.
- Amy appreciated the section on problem solving.
- ***Policy was approved by consensus.***

## Collection Development Policy

- Ann questioned if we need additional wording about programming and displays in this policy. Val said current challenges do not come from the collection but about the website. Mike saw a difference between circulation and programming/displays which would have more challenges lately. He said we may need a policy or procedures for a time when we do not have such a strong and competent director.
- Ann was wondering if Val should do a Carnegie program on Collection Development. Vsl is doing this program for Zonta this week.
- Amy wants to make sure we as a board can support the director and staff.
- Trevor said he could see a policy which emphasizes the need for the director to communicate with the board about challenges. Ann pointed out that this is probably in the trustee bylaws.
- Mike's broader concerns about patron complaints and challenges is that the library may be seen as having a political agenda. Ostracized people could spread the word and the library may lose the support of a township if things get too inflamed. We need a balance between looking welcome to all and pushing what may look like a political view.
- Amy quoted the code of ethics board members signed and how our collection policy meets these ethics.
- Kim suggested finding a summer book and program which cuts across demographics and that many could relate to.
- More discussion ensued about board training dealing with challenges. Board agreed to training as mentioned previously.
- Policy was approved by consensus.

## Building Committee:

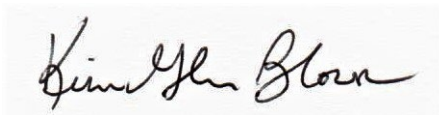
- Discussion was postponed due to the late hour.

## Meeting room policy:

- Discussion was postponed due to the late hour.

**Public Comments:** none

**Adjournment:** Ann adjourned the meeting at 6:33.

A handwritten signature in cursive script that reads "Kim Block". The signature is written in black ink on a light-colored background.

**Minutes submitted by Kim Block.**