Library Advisory Board Meeting
July 21, 2022
7pm
Roon Room, Allendale Township Library

Agenda

Members Present:

Mary Cook – Library Director
Elaine Ebeling – Chairperson
Patti Walcott – Vice Chairperson
Margaret Wheeler
Carol Scholten
Karen Amisi - Secretary

Absent:
Leigh Rupinski
Lenore Cook
Barb Vander Veen – Allendale Township Board Liaison

I. Call to order
The meeting was called to order at 7pm.

II. Approval of the agenda

Action: Approve items listed on agenda as submitted

III. Approvals of the previous meeting minutes (March 17, 2022)

Action: Approve items listed on agenda as submitted

Motion: Margaret Moved the motion to accept
Support: Carol

Minutes from the March 17th 2022 meeting were approved.

IV. Financial report

a. Summary report for FY22 through June 30, 2022

Note –
- Aquarium serviced by Blue Aquarium
- Professional Development – for staff; Virtual at your own pace.
- Maintenance costs may increase for next year.
• Building age = 22yrs ago.
• Have contingency line to cater for unexpected items looking ahead

Motion: Margaret moved the motion to accept
Support: Patti

V. Director’s report
The report highlighted the following areas –
• Staffing - resignation of 2 staff. Job advertised.
• Programs – great turn out from community
  o Seed Library packet distribution - good
  o Gardening 101 Tomatoes
  o One-on-One Tech Help
  o Adult Summer Reading
  o Presentation on Family History Research – (Genealogy program)
  o Adult Book Discussion
• LSTA Grant approval and purchases
• DVD and Music CD ordering
• Professional Development
• Covid Test kits – while supplies last

VI. Youth Librarian’s report
The report highlighted the following areas –
• Book Drive Thru organized in partnership with the Ottawa Area ISD
• Play and Learn monthly events
• International Astronomy Day
• Summer Reading programs Logs
• Take and Make Activities
• Meet Up and Eat Up (at Allendale Meadows Club House)

Program Attendance – great for summer (Steel drum band; Henna; Ultimate egg drop challenge)
Suggestions given for the above programs

VII. New business

a. Updated meeting calendar – September or October

Action – To decide next meeting. October date is a better meeting to review any Fall programs.

Motion: Approved to meet October 20th 2022

b. Strategic plan discussion
Outline of discussion: **Ideas on how to improve the library**

- **Outreach**
  - Connection with the Chamber of Commerce / The Announcer
  - Facebook – boost event
  - Newsletter – Monthly; Summer. Website / email / Facebook / Restaurant board

- **Specific programming ideas for library** –
  - Tai Chi class
  - Increase Library card sign up – September = Library Card Sign up at Book Fair
  - Coffee / Tea - Meet and Greet
  - Library Feature in print

- **Seating and Flow**
  - Inviting seating
  - Indoor space
  - Outdoor space – long term / canopy / outdoor classrooms

Action: Mary to summarize suggestions and report to board

**VIII. Old business**

**a. Bylaws Update: Article V – Meetings**

Motion: Patti moved a motion to accept the changes made on page 3 under Article V
Support: Carol
Ayes: 6    Nays: 0

**b. Friends of the Library Board Member Liaison**

4 potential people interested so far.
Will reach out to those interested by holding a poll and an event.
Have a liaison to attend the event and report back.
Reach out to other people who have a Friends of the Libraries
Look up or search for examples of By-Laws

Action: Mary to get back to the Board on this

**c. Update on Schoolhouse**

A brief update given by the Director.

**IX. Communications and Correspondence**
Action: To set up an email for the Library Board

X. Public comment

No public comments were made. No public member in attendance.

XI. Adjournment

The meeting was adjourned at 8:40 pm

Next meeting October 20\textsuperscript{th}, 2022 at 7pm