

Library Advisory Board Meeting

Thursday, July 18, 2024

7pm

Agenda / Minutes

Members Present:

Abby Black – *Library Director*

Margaret Wheeler – *Chairperson*

Patti Walcott

Bradley Bartelmay

Ken Smit - *Library Liaison*

Karen Amisi - *Secretary*

Absent:

Elaine Ebeling - *Vice Chairperson*

Carol Scholten

I. Call to order

Meeting called to order at 7:02 pm by Margaret

II. Approval of the agenda

Motion to approve items listed on agenda as submitted – Margaret

Supported - Patti

Accepted

III. Approval of the previous meeting minutes (April 18, 2024)

Comments /

Motion moved to accept minutes – Patti

Supported - Brad

Accepted

IV. Financial report

a. Report from March 31, 2024 – June 30, 2024

b. Budget meeting - coming up; See handout from Library Director ;

Note - Security System ; Homelessness and resources from the restroom

Motion moved to accept – Brad

Supported - Margaret

Accepted

V. Communications and correspondence

Emails - positive responses from Patrons about summer reading program. "This is the best day ever!"

Feedback - positive responses from PLA Conference presentation. Abby asked to train staff across the country about restorative practices in libraries.

VI. Director's report

Highlights –

1. Official Welcome New Board Member – Bradley Bartelmay
2. Staff
 - a. Promotions - Stephanie Reyes - to circulation assistant
 - b. Leave of Absence - RaeAnne Woody on study abroad
3. Programs
 - a. Summer Reading Program ongoing
 - b. Bee Amazing Program (Don Snoeyink) – 15 attendees
 - c. Coffee & Crafts
 - d. Adult Book Discussions
 - e. Music & Mocktails (8-13-24)
 - f. Paint Your Pet (Sept, 2024)
4. Donations
 - a. Rotary Club of Allendale - \$5,000 - for Teen area lounge furniture (table and stools)
5. Friends of the Library
 - a. Book sale on 5-18-24. Next book sale will be on 5-17-25
 - b. Fundraising to provide lounge seating in Children's area
6. Mission Statement
 - a. Discuss and select a statement. See **New Business**

7. Website

- a. Design approved on 6-17-24
- b. Staff training 8-26-24
- c. Projected to launch on 9-24-24
- d. ADA compliant

8. Staff & Township Emails

- a. Note the change in emails due to new Township website

9. Lakeland Library Cooperative

- a. Update language in LLC Circulation policy 3.5

10. Staff Professional Development

- a. De-escalation training ongoing
- b. Customer Response Framework Training

Motion moved to accept Directors report – Margaret

Supported - Brad

Accepted

VII. Youth Librarian's report

Highlights –

- 1. Public Library Association Conference – report included
- 2. Stuffed Animal Sleepover
- 3. New Activity Kits - Mike Kelly State Farm
- 4. Early Literacy Playspace

5. Fun Day Outreach (May 23, 2024)

6. Summer Reading Program Promotion at the Local Schools

(reached a total of 2,350 students)

a. Evergreen Elementary School – 25 classrooms

b. Oakwood Intermediate School - 16 classrooms

c. Allendale Early Childhood Center - fliers

d. Allendale Middle School - fliers

e. Allendale Christian School - fliers

7. Summer Reading Program

a. Going on well. As of 7-9-24 a total of 120 participants have completed the program.

b. Special programs

i. June 10, 2024 - Backyard Safari (Outdoor Discovery Center) – 160 attendees

ii. June 12, 2024 – Boba & Beads for Teens

iii. June 22, 2024 – Home Depot Kids Workshop

iv. June 25, 2024 – Pirate & Princess Picnic - 125 attendees

v. July 1, 2024 – Escape Room program – 100 attendees

Motion moved to accept Youth Librarian report – Brad

Supported - Patti

Accepted

VIII. New Business

a. Library Website Update

Picture of website page shown

b. New Board Member – Welcome Brad!

See Library Director's report

c. Mission Statement

Questions / brainstorming from staff meeting

1. Who do we serve?
2. How do we serve?
3. What do we dream of?
4. How do we see and hear our patrons?
5. More visible and welcome in community
6. Community involvement / presence

Mission Statement / Placeholder Statement - Staff will come to consensus on mission statement.

Option #1: More favorable

The Allendale Township Library enriches lives by providing free access to information, cultivating personal and intellectual growth and community connection.

Option #2:

The Allendale Township Library is a free place for everyone to discover, create, share ideas and access information.

d. Budget Planning

See handout for FY 2025 - look over and bring suggestions /comments for next meeting

1. Community needs assessment
2. Strategic Plan
3. Articulate vision
4. Team /Staff on board
5. Core values
6. Professional development

IX. Old Business

a. Friends of the Allendale Township Library update

See Library director report

b. Library trends

- 1. Printed vs Digital material (Libby, Hoopla)
 - a. Increase in digital material
- 2. First Amendment Audit in Ottawa County

c. Library Liaison remarks / report

- Ken gave highlights from the Allendale Township Board of Trustees meeting

X. Public comment

None

XI. Adjournment

Motion to adjourn meeting – Margaret

Supported by Brad and Patti

Accepted

The meeting was adjourned at 8:42 pm

Next meeting Thursday, October 17, 2024 at 7 pm

Prepared by:

Karen Amisi

7-18-2024

Name	Date
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