

Gary Byker Memorial Library of Hudsonville

Library Advisory Board Meeting

October 17, 2017

MINUTES

Call to order

The meeting was called to order by John Blom at 7:04 pm. Those present were Laura Fox, Phil Leerar and Melissa Huisman. As we had no quorum, any decisions made were not yet official – but will be distributed via email to the other members and the City Manager for any comments.

Board Minutes

--April 18, 2017

A motion was made by Fox and supported by Leerar to approve the minutes from the April 18, 2017 meeting. The motion carried.

Financial Reports

--City & Internal

The City Expenditure/Revenue Reports for the last and current fiscal year were reviewed, as well as the Library's internal reports for the same time period.

Communications

-- Directors' Report

The Library Director's report for October, 2017 was reviewed. Huisman added that our recertified population is now 10,983. The Library is distributing a new quarterly program guide to help patrons stay informed about programs. Work has begun in the local history room.

Old Business

None.

New Business

None.

Policy

-- Various

After review and discussion, a motion was made by Leerar and supported by Fox to make several minor changes in various policies and procedures as listed below. The motion passed.

The **VHS/DVD policy** was revised to only charge \$1 for new entertainment DVD's.

Fees were revised to allow use of the public copier on a donation basis – as the coin operating machine does not work for scanning or faxing.

The **laptop policy** was rewritten to allow use by juveniles with parental permission and to not require a DL for use.

Because of recent changes in children's programming, the **Programming policy** was revised to charge non-residents only \$8 (or \$1 per week) for story time or summer reading club. It is also now possible for any combination of caregiver/child, resident/non-resident to register free for children's programs. (This takes care of the infamous "Grandma loophole" where a resident Grandmother cannot bring her non-resident grandchild to a program without having to pay. Of course there will be other combinations – but we are going to give this a try and see how it goes.)

Updates to the Library welcome brochure and rules about cell phone use and computer assistance were also discussed and approved.

Endowment

-- *Comm. Foundations* A motion was made by Fox, and supported by Leerar to invest our Library Endowment Funds with the Holland Zeeland Community Foundation, after approval via email or in person by the other Library Advisory Board Members and the City Manager and Attorney. The motion passed.

Further information after discussion with the City Manager: *The CD that is maturing on October 30 will be cashed out and held for transfer to the Holland Zeeland Community Foundation – pending City Commission approval at their November or December meeting. The City Treasurer will investigate the penalty for early withdrawal of the remaining 3 CD's – and, if deemed worthwhile, withdraw them to invest at the same time.*

In regard to the special “Reserve” fund that HZCF can set up, the City Manager opines that it may be possible to move any future remaining “private donation” line funds left in the library operating 271 fund at the end of the year – as well as a portion of the interest earned from the regular HZCF Endowment fund to this special “Reserve” fund.

(The money in this fund earns the same amount of interest as the regular fund, but can be withdrawn at any time – making it perfect for capital improvement projects such as remodeling, purchasing large technological or equipment items, or saving for a new library.)

Next Meeting

Our next meeting will be on January 16, 2018 at 7 pm.

Adjournment

A motion was made by Fox and supported by Leerar to adjourn the meeting at 8:12 pm. The motion carried.

MH 10/18/2017