

## **Gary Byker Memorial Library of Hudsonville**

Library Advisory Board Meeting

July 17, 2018

### **MINUTES**

#### **Call to order**

The meeting was called to order by John Blom at 7:02 pm. Those present were Elaine Aukeman, John Blom, Laura Fox, Don Williams and Melissa Huisman.

#### **Board Minutes**

*--Apr. 17, 2018*

A motion was made by Fox and supported by Williams to approve the minutes from the April 17 meeting. The motion carried.

#### **Financial Reports**

*--City*

The Library Expenditure/Revenue Report from the city for the last fiscal year was reviewed. After a few outstanding expenses are posted, the library will end up with around \$10,000 left in their budget. This money will be put in the library fund balance.

*--Internal*

The Internal revenue was reviewed and it was noted that revenue was down for video rentals. This was expected due to the fact that the library now allows older DVD's to circulate at no charge. Non-resident fees were also down. This is due, in part, to the .25 fee moratorium, but more so because many children's programs now do not require registration.

#### **Communications**

*-- Directors' Report*

The Library Director's report for July, 2018 was reviewed. Fiscal Year statistics were included in a slightly different format than earlier. Visits this past year were down around 3,000 – largely because of the reduction of fitness classes. (In full swing the fitness class participants would account for up to 60 patrons per week). Circulation, however, was up by about 5,000 from last year. The usage of our self-check machine increased from around 10,000 to 15,000.

#### **Policy**

*-- Circulation Policy*

A new circulation policy was introduced that incorporates several of our current policies. As a couple of sections hinge upon whether or not we continue the .25 fee moratorium, the policy will be rewritten, if necessary, in those sections and presented at the October meeting.

#### **Endowment**

*-- Interest & investing.*

A motion was made by Blom supported by Aukeman that the Library Endowment Fund CD that is maturing as of July 30 should be cashed in and a check will be sent to the Holland Zeeland Community Foundation (HZCF) for our investment account there. In addition, any funds recently donated to our Endowment fund will be added.

#### **Next Meeting**

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

#### **Adjournment**

The meeting adjourned at 7:55 pm.

MH7/18/2018