

Gary Byker Memorial Library of Hudsonville

Library Advisory Board Meeting

April 16, 2019

MINUTES

Call to order

The meeting was called to order by Arlen Dykema at 7 pm. Those present were John Blom, Arlen Dykema, Laura Fox, Keith Johnson, Phil Leerar, Don Williams, and Melissa Huisman.

Board Minutes

--Oct. 16, 2018

A motion was made by Leerar and supported by Johnson to approve the minutes from the January 15, 2019 meeting. The motion carried.

Financial Reports

--City & Internal

The City Expenditure/Revenue Report for the current fiscal year was reviewed, as well as the Library's internal report. Huisman also handed out a draft of the FY 19/20 budget.

Communications

-- Directors' Report &

-- FY Stats

The April Library Director's report, as well as the FY statistics through March were reviewed.

Old Business

--Borrowing Fee

The circulation from patrons holding Georgetown Township Library cards has increased from 4.6% a year ago, to 9%, even without public notice. So far, we have been able to keep up with the extra traffic and space necessary for their returns.

Attendance at juvenile programs is made up of roughly half residents and half non-residents. To date we have been able to accommodate everyone, but we do now require registration for almost every event and will make every effort to determine where the patron's home library is. This information may be useful later on. Our goal is to keep the programs open for residents and to offer quality programs, not just bigger programs.

New Business

-- Fines for Juveniles

After discussion of recent revenue decreases, it was decided NOT to jump on the bandwagon and stop charging overdue fines for juvenile materials. In certain special cases, an alternative form of payment, in the form of community service to the library, has been used to justify waiving juvenile fines.

--Library Signs

The plans for two new library signs were reviewed and approved, pending the confirmation that the library's fund balance can provide the remaining \$17,000 costs. (The City has already approved paying part of the cost - \$11,000.) The city treasurer is working on getting that figure for us and, when received, Huisman will email it to Library Advisory Board members for the July meeting.

--Mobile Hotspots

The 3-year LSTA grant for hotspots for all of Ottawa County Libraries is continuing and the Library Advisory Board approves going forward, knowing that in year 3, the library will have to contribute \$3,840 for upkeep. The first two years will be free. This grant is a collaborative project with the libraries, the Ottawa County planners and the Ottawa Area Intermediate School District.

Policy

--Local History

The Library Disaster Plan and the Local History Collection Development & Reproduction policy were reviewed. Huisman is seeking help from the Library of Michigan legal expert on copyright issues for the policy and will then send it to the city attorney, if necessary.

Endowment

-- CFHZ

The latest statement from the Community Foundation of Holland and Zeeland was received and it was noted that at the end of April there will be a new statement with quarterly earnings added.

--Tractor Calendar

Due to lack of participants, the Tractor Fundraising Calendar has been scrapped.

Next Meeting

Our next meeting will be on July 16, 2019 at 7 pm.

Adjournment

The meeting adjourned around 8:15 pm.

MH 4/17/2019