

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

Library Advisory Board Meeting – via Zoom

April 21, 2020

### **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, Phil Leerar, Don Van Doeselaar, Don Williams, and Melissa Huisman. (The meeting was held virtually because of the COVID-19 outbreak restrictions.)

#### **Board Minutes**

*--Apr. 16, 2019*

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

#### **Financial Reports**

*--Current FY*

The City Expenditure/Revenue Report for the current fiscal year was reviewed. It was noted that, because of the closure that began Sat., March 14, various expenses and revenue lines will be abnormal. In particular we can predict that Penal Fines will be down due to fewer traffic tickets being written.

*--FY 20/21*

The Library budget for FY 20/21 was reviewed. A question arose about why both revenue and expenditure figures were lower than the previous year. Subsequent investigation revealed that the reimbursements from the insurance company for flood damage had inflated the FY 19/20 revenue and the capital outlay for the electronic sign had increased the FY 19/20 expenditures.

#### **Communications**

*-- Directors' Report*

The April Library Director's report was reviewed. Huisman noted that the library began a subscription to RBDigital's unlimited e-audiobooks a few months early to give patrons more digital materials to access while the library is closed. The library is also offering online registration for library cards for digital access. The library is using Facebook and our webpage to communicate with our patrons. Fiscal year statistics through March were also reviewed with Huisman noting that all figures will be unusual due to the closure.

#### **New Business**

*--Reopening*

Board members expressed their concern for the staff moral and safety. It was agreed that any library reopening will be done in a thoughtful and phased-in manner, in accordance with state guidelines, and dependent on a number of factors including the availability of PPE for staff and other safety factors. A rough outline was discussed below:

**Phase 1:** Cleaning and organizing the library by a few staff members.

**Phase 2:** Add in staff members to process or handle returned material.

**Phase 3:** Add curbside or locker service for the public with our in-house materials. No patrons in the building. If Lakeland turns on delivery and paging, we may add more staff.

**Phase 4:** Allow a limited number of patrons in the building for a limited time to check out materials and use a few computers. Many, many, safety considerations must be in place before this happens, including roping off certain areas, spacing of computers, signage, etc. Staff will be available in a limited capacity. It could be that all circulation is done by the patrons themselves using our self-check outs.

**Phase 5:** Open to the public for regular services, still maintaining as many safety precautions as necessary. No programming or meetings.

**Phase 6:** Resumption of normal library activities including meetings or programs with limited number of patrons.

**Phase 7:** Normal library service including programs.

*--Self-check-out*

A motion was made by Blom, and seconded by Williams to purchase a second self-check-out machine for \$2,916 from Tech-Logic. The motion carried.

**Endowment**

*-- CFHZ*

The latest statement from the Community Foundation of Holland and Zeeland was reviewed. The “spendable” amount was left in.

**Next Meeting**

Our next meeting will be on July 21, 2020 at 7 pm.

**Adjournment**

The meeting adjourned around 7:30 pm

MH 04/23/2020