

**Grace A. Dow Memorial Library Board Meeting  
April 18, 2018, 7:00 p.m.  
City Hall Council Chambers**

**MISSION**

To inspire lifelong learning by connecting people and resources

**VISION**

To be the most dynamic, accessible, and relevant learning environment in the community

**AGENDA – Wednesday, April 18, 2018**

- I. Roll Call – Stephanie Andreasen, Maxine Brink, Michael Burhans, Sarah Galt, Debbie Hayes, Ann Moe, Laura Peterson
- II. [Acceptance of March 21, 2018 Meeting Minutes](#)
- III. Additions or Changes to the Agenda
- IV. Public Comments
- V. [Director's Report](#)
- VI. [Patron Comments and Suggestions](#)
- VII. Library Board Annual Report Committee
- VIII. Library Board Appointment and Vacancy
- IX. City of Midland 2018-2019 Budget Schedule
- X. Lower Level Restoration Update
- XI. Strategic Plan
- XII. Announcements
- XIII. Adjournment

Next meeting date: May 16, 2018

**Grace A. Dow Memorial Library  
Library Board Minutes  
Wednesday, March 21, 2018, 7 p.m.  
City Hall Council Chambers**

**I. Roll Call**

Galt called the meeting to order at 7:00 p.m.

PRESENT: Melissa Barnard, Maxine Brink, Michael Burhans, Sarah Galt, Debbie Hayes, Ann Moe, Laura Peterson

ABSENT: Stephanie Andreasen

ALSO PRESENT: Matt Richardson, Manager of MCTV and Library Communications; Roberta VanHolstyn, Technical Secretary

**II. Acceptance of February 21, 2018 Meeting Minutes**

Motion by Burhans to accept minutes as submitted, seconded by Hayes. Motion approved.

**III. Additions or Changes to the Agenda**

None

**IV. Public Comments**

None

**V. Database Presentation**

Barnard introduced Sudi Kotecha, Adult Services Reference Librarian, who presented information about the business databases available to patrons of the Library. The databases highlighted included: Morningstar, Valueline, S & P Advantage, Reference USA and Business Insights Global.

**VI. Director's Report**

The current issue of the Library Connection was provided in the Board packet.

Registration for the Adult Battle of the Books is full with 12 teams competing this year. Battle day is Saturday, April 14<sup>th</sup> at 7:00 p.m. on the Mezzanine. All are welcome to attend.

The Library will be closed Good Friday, March 30<sup>th</sup>, and Easter Sunday, April 1<sup>st</sup>.

Hayes commented on the positive outcome of the Library's participation in the Northeast Middle School Parent/Teacher Conferences.

Moe shared that a friend attended the Citizens Academy and was impressed with the services of both the Library and MCTV.

## **VII. Patron Comments and Suggestions**

### **SIGNED COMMENTS:**

1. Would you consider doing a food donation drive once a year for library Fines? We did it at our old library. It was appreciated.

**Fines charged for overdue materials are included in the City Code of Ordinances. Non-collection of fines is not in the language. Fines collected do contribute to library expenses. The impact on the budget as well as the parameters of the fine substitution would have to be considered.**

2. This is my 1<sup>st</sup> time here. So much as I have seen of this place, I like it. I will have my friend bring me back again soon. I sure hope to see the rest of it.

### **UNSIGNED COMMENTS:**

None received.

## **VIII. Library Board Expiring Terms – Galt, Hayes**

Terms expire June 30, 2018 for Galt and Hayes. Galt has requested to be reappointed by City Council. Hayes will not be seeking reappointment. After reappointments are approved by City Council in an upcoming Council meeting, the vacancies will be advertised and appointments made before July. The Board thanked Debbie Hayes for her service on the board.

## **IX. City of Midland 2018-2019 Budget Schedule**

Barnard reviewed the following City of Midland Budget Schedule:

- April 9 Proposed budget presented to City Council
- April 16 Budget work session at **6:00 pm**
- April 23 Preliminary Public Hearing on proposed budget
- May 7 Charter-mandated Public Hearing
- May 21 Charter-mandated date for budget to be adopted

All meetings are Mondays at 7:00 pm, in City Hall Council Chambers unless otherwise noted.

## **X. Lower Level Restoration Update**

Barnard reported on the progress of the restoration.

- Linoleum has been installed and seams welded
- Carpeting is being laid, with more carpeting to be delivered next week
- Cabinet bases have been installed
- Baseboards are being added to the walls
- Woodwork finishing is ongoing
- Furniture will start arriving in two weeks
- Installation of shelving starts the week of April 2<sup>nd</sup>
- Scheduling to bring back materials is being determined

There is no date set for the re-opening. It is still projected to be sometime in the spring.

## **XI. Strategic Plan**

Barnard highlighted staff actions on the strategic plan.

- Many staff are involved in the restoration of the lower level, giving input on design and furniture decisions, and planning for the installation of the scheduling. The maintenance staff has been very helpful with moving items.
- Staff is considering re-locating AV materials based on patron comments and to provide more space in the AV room for socializing.
- Drop-in programs are being offered for adults, providing more flexibility for attendees.
- Youth Services staff are working on STEAM programs to utilize the new makerspace in the lower level.
- The Technology Committee has begun meeting again to develop goals and address technology concerns.
- The Technology Committee is considering ways to meet the increasing demand on the Library's Wi-Fi.
- Staff is reviewing the feasibility of digitizing yearbooks, city directories, and other print material.
- Research is continuing on offering new digital resources such as Hoopla.
- Social media videos promoting services and programs are ongoing.
- The Library has a staff representative on the City website committee that is tasked with reviewing and refreshing the website.

Richardson updated the Board on Library communications.

- The Youth Services Events Calendar for May through August will go to print April 6<sup>th</sup>.
- The Library Connection newsletter for May/June is in progress.
- A column on National Library Week by Terrie Ahlers, Supervisor of Adult Services, has been submitted to the Midland Daily News.
- An ad will be placed in the Midland Daily New promoting National Library Week wellness events.
- The following social media videos were recently released: Renewing Your Library Books Online, Adult Battle of the Books, and Genealogy Resources at the Library.
- Upcoming social media videos include National Library Week and Summer Reading Program.

The following social media video statistics from Facebook were provided:

	Reached	Views	Minutes
Renew Books Online	2,258	1,030	207
Genealogy	373	190	60
Adult Battle of the Books	678	208	63

Hayes noted that the social media use report from the Pew Research Center included in the Board packet was very informative and she is encouraged that young people today are not limited to one source of information.

**XII. Announcements**

Brinks will distribute Library flyers at the Township and County officials' dinner in June.

**XIII. Adjournment**

Brink moved to adjourn. Burhans seconded. Motion approved. Meeting adjourned at 7:47 p.m. The next meeting of the Library Board is April 18, 2018.

Grace A. Dow Memorial Library Board

**Director's Report**

April 12, 2018

**Adult Services Activities**

Ann Jarvis, Reference Librarian, attended a conference focused on technology and other library topics sponsored by the Ann Arbor District Library.

Adult Services staff will be offering Game Nights on Friday, May 18<sup>th</sup>, June 15<sup>th</sup>, July 10<sup>th</sup> and August 17<sup>th</sup>. The Library will provide games and snacks.

Family Movie Nights are planned for May 4<sup>th</sup>, June 15<sup>th</sup>, July 13<sup>th</sup> and August 10<sup>th</sup>.

**Youth Services Activities**

Samantha Tomlinson and Katie O'Brien, Youth Services Librarians, attended the Spring Children's Institute sponsored by the Michigan Library Association.

Youth Services staff is working with Head Start to plan their end of the school year May program in the Auditorium. Information about the Library is distributed to the parents of the children.

Chippewa Nature Center will be promoting reading this summer through their "Read in the Woods" program. Information about Library summer programs will be available at the Center.

**Other**

Monica Anderson, Supervisor of Circulation and Acquisitions Services, and Kirsten Bergmooser, Library Assistant, attended a training on the statewide interlibrary loan services sponsored by the Midwest Collaborative for Library Services.

The Mideastern Michigan Library Cooperative Annual Meeting is Thursday, May 17<sup>th</sup>. The Library is eligible for a seat on the Board effective September 2018.

The Library will be closed on Sundays, May 27<sup>th</sup> through September 2<sup>nd</sup>, reopening on Sundays starting September 9<sup>th</sup>. On Memorial Day, Monday, May 28<sup>th</sup>, the Library will also be closed.

The Friends of the Library Used Book Sale will be held June 1<sup>st</sup> through the 3<sup>rd</sup> at the Library. The Summer Art Fair, held at the Midland Center for the Arts during the same weekend, has been moved to downtown.

PATRON SUGGESTIONS AND CONCERNS  
March, 2018

SIGNED COMMENTS:

1. My chagrin is prompted by the policy of charging users money to place holds or request interloaned materials.

UNSIGNED COMMENTS:

None received.