

Grace A. Dow Memorial Library Board Meeting
August 16, 2017, 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, August 16, 2017

- I. Roll Call – Stephanie Andreasen, Maxine Brink, Michael Burhans, Sarah Galt, Debbie Hayes, Ann Moe, Laura Peterson
- II. Welcome New Board Member
- III. [Acceptance of May 17, 2017 Meeting Minutes](#)
- IV. Additions or Changes to the Agenda
- V. [Public Comments](#)
- VI. [Director's Report](#)
- VII. Patron Comments and Suggestions
- VIII. Library Board 2018 Meeting Dates
- IX. Lower Level Restoration Update
- X. Library Building Fascia and Planter Area Projects
- XI. Library Board Annual Report Committee – Hayes, Galt
- XII. Strategic Plan
- XIII. Announcements
- XIV. Adjournment

Next meeting date: October 18, 2017.

**Grace A. Dow Memorial Library
Library Board Minutes
Wednesday, May 17, 2017, 7 p.m.
City Hall Council Chambers**

I. Roll Call

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

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

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

II. Acceptance of March 15, 2017 Meeting Minutes

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

III. Additions or Changes to the Agenda

Barnard added “Bike Share Station at the Library” after “Public Comments.”

IV. Public Comments

None

V. Bike Share Station at the Library

Barnard introduced Chelsea Rowley of Midland Baseball Foundation/Momentum Midland. Rowley presented Bike Midland, a Bike Share System for the City of Midland.

- Goals of the program include smooth installation, advocacy, and sustainability
- Launch date: June 17th
- Seven proposed bike stations: Community Center, Library, Tridge, State & Main, Northwood University, Senior Services, and Ashman & Main
- Future bike stations can be added
- 35 bikes for rent; more may be added as the program expands
- Membership tiers: \$30 annual fee, \$10 monthly fee, or \$3 per hour
- Year round service
- Redistribution of bikes and maintenance will be contracted out locally
- All rentals and communication will be by phone app
- Location of the bike station at the Library will be at the far end of the Auditorium, near the proposed bridge to Whiting Forest
- The stations can be moved as needed

Board comments included: great idea and the appropriateness of lending bikes at a lending library. After Board questions and discussion, Galt made a motion recommending that City Council support a Bike Share Station at the Library. Hayes seconded. Motion approved. Council will discuss at an upcoming meeting.

VI. Director's Report

Board members received a list of programs supported by the Friends of the Library in 2016-2017. The generous contributions of the Friends are appreciated. The Friends Book Sale is June 2nd through June 4th. The annual Art Fair will also be held at that time.

The Summer Reading Program begins June 12th with the theme, "Build a Better World." Board members are encouraged to share copies of the Summer Reading brochure with friends and family.

The planter project has met with some delays. The fascia project is on schedule to be completed by the end of June.

Vicki Carto, Youth Services Librarian, is retiring after 16 years of service to families and children at the Library. Miss Vicki and her puppet "Wags" will be missed at the Library.

The Library will close on Sundays starting May 28th, and will be closed on Memorial Day, Monday, May 29th and Independence Day, Tuesday, July 4th.

In response to an inquiry by Hayes, the Adult Battle of the Books event was a great success with nine teams competing. The teams were very enthusiastic and competitive.

Moe asked about the scanning services at the Library. This service has not been advertised as of yet. The machine, located in the reference area, prints from the computers, photocopies documents, and scans documents to email. The scanning service is available at no charge. An article on this service is planned for an upcoming issue of the Library Connection.

VII. Patron Comments and Suggestions

SIGNED COMMENTS:

1. I have a "wish list" request for a service called Hoopla to borrow movies, music, etc., streaming online. Thanks!
Due to budgetary restraints, the Library is not able to offer this service. A fee for each item checked out is charged to the Library. Those fees vary from item to item.
2. You have achieved a remarkable failure. The one way parking areas are not angled to prevent idiots from taking two spaces. Please fix ASAP.
Angled parking spaces will significantly reduce the number of parking spaces. Consideration to realign the parking needs to done when the parking lot is scheduled for resealing.
3. Due to an event at the Center for the Arts I had to drive around and around looking for a parking spot. Unfair to Library patrons. (Dated 5/6/17.)
The event on May 6th was a Library Auditorium rental.

UNSIGNED COMMENTS:

None received.

VIII. Library Board Appointments

Ann Moe was reappointed by City Council to a three-year term. New Board member Stephanie Andreasen was appointed by City Council and her first meeting will be August 16th. Steven Markey elected to step down from his position on the Board. The Board thanked him for his service.

IX. Library Board Officers 2017-2018

Motion by Burhans, seconded by Markey, that Sarah Galt be appointed chairman and Michael Burhans be appointed vice-chairman for 2017-2018, according to the Board's plan outlined at its May 20, 2015 meeting. Motion approved.

X. Mideastern Michigan Library Cooperative Board Representative

The Library Board has the opportunity to send a representative to serve on the Mideastern Michigan Library Cooperative Board. It is a three-year term starting October 1, 2017. There are three meetings per year: October, January, and May. The term is offered on a rotating basis among member libraries and is optional. If no one chooses to be on the Board, the opportunity will pass to the next library in line. Any Board members interested should email Barnard.

XI. Library Board Annual Report Committee

A draft will be presented to the Board at its August meeting.

XII. City of Midland 2017-2018 Budget Schedule

The 2017-2018 City Budget is scheduled to be adopted, by charter mandate, at the City Council meeting on May 22nd. It includes a .14 millage increase. No objections from the public have been raised. It is anticipated that the budget will pass.

Barnard reviewed a summary of the Library budget for the remainder of this year and for 2017-2018. Capital outlay projects account for an increase in the budget for both years. Personnel costs are lower than budgeted for this year due to vacancies.

An organizational chart was provided to Board members showing staff positions and reporting structure. Galt asked about the difference between a Library Aide and Library Assistant. An Aide primarily shelves materials in the Library. Library Assistants manage the checkout desk, the renewal desk, and the interlibrary loan department.

XIII. Strategic Plan

Barnard reviewed Library actions:

- Nominated staff members are now recognized for excellence in customer service at staff meetings rather than once a year.
- The development of the new Tween Zone in Youth Services as a gathering space for this age group.
- A Wi-Fi users' survey determined that patrons are generally satisfied with this service in the Library.

- Board member Peterson coordinated the promotion of Library Card Sign-Up Month in the Midland Public Schools Elementary Media Centers with bookmarks provided by the Library.
- Barnard and the Supervisors of Adult and Youth Services attended a Library of Michigan workshop on program outcome measures and will be applying the information to programs.
- Scanning services are now available to patrons at no cost.
- Staff presented information on library services at the Midland morning and noon Rotary Clubs.
- Barnard and the Supervisor of Adult Services met with the Manager of City Senior Housing to determine how to provide library services to residents. Senior Housing will conduct a survey of the residents.
- Social media videos were completed promoting Library programs and activities. MCTV coordinates and produces the videos.

Barnard reviewed Board actions:

- Committee members Hayes and Moe met with Barnard to evaluate the space formerly housing the Cup & Chaucer Coffee Bar. The space is being used as gathering space. Changes have been made in furniture placement, and the number of tables and chairs. More work can be done to make the space more comfortable and inviting. A new name has not been chosen.
- To assist with promoting Library programs, extra copies of the Library newsletter were given to Board Members to distribute in the community.
- The Library was represented at the following community events: Markey and Moe assisted at the Farmer's Market event, Markey and Peterson helped at Kids Day at the Mall, and Moe volunteered her time at the recent Senior Expo.

At the August meeting, the Board will review goals developed by staff and determine Board goals for 2017-2018.

Matt Richardson of MCTV presented the marketing and communication report.

- The July/August Library Connection is in preparation. Spectrum, the Midland Daily News annual insert with information on community organizations, has been updated with Library and MCTV information.
- A two page wrapper in the Midland Daily News will be out in June promoting Adult and Youth Services Summer Programs. Recently, Associate Reference Librarian Dan De Vere submitted a newspaper article highlighting music CDs. The Library will try to get one staff article per month in the Midland Daily News to inform people about services and programs.
- Richardson presented a sampling of promotional videos for the Adult Battle of the Books, KEVA Planks and the Book Tasting children's program. The video on the Summer Reading Program is in progress.
- Patrons registering for programs will be surveyed on how they learned about the program.
- Board members were encouraged to promote the Library through their personal Facebook pages by sharing links to the videos.

XIV. Announcements

Brink requested Library materials to hand out at an upcoming township meeting.

XV. Adjournment

Brink moved to adjourn. Burhans seconded. Motion approved. Meeting adjourned at 8:08 pm. The next meeting of the Library Board is August 16, 2017.

Grace A. Dow Memorial Library Board

Director's Report

August 9, 2017

Adult Services Activities

Room arrangements are being explored for computer classes and book discussions for this fall.

The theme for the Fall Lecture Series is Modern Explorers. The topics are the future of space exploration on September 14th, the Edmund Fitzgerald investigations on October 5th, and genetic, ethics and the future of human reproduction on November 2nd.

Two additional programs this fall include an author talk by local historians Virginia Florey and Norma Boeckler on October 24th and a presentation on Pearl Harbor by SVSU Emeritus Professor of History Eric Peterson on December 7th.

Youth Services Activities

Due to the flood in the lower level, most of the summer programs were moved to either the Auditorium, or the Mezzanine. Crafty Thursday and Lego @ the Library were canceled. Youth events for the fall will continue to be scheduled in the Auditorium and Mezzanine. The Midland Center for the Arts has provided a room for the 4th and 5th grade book discussion program.

Touch-a-Truck, originally scheduled for Thursday, July 27th, was postponed because of rain. The event, held on Friday, July 28, had 1,177 attendees. This year the MCTV Mobile Production Unit was included in the line-up of vehicles.

Staff participated in an informational event at the West Midland Family Center in June.

Other

The Give Local Midland Campaign generated \$3,016.38 for the Library Endowment Fund. The total for last year's event was \$3,294.66.

The Friends Used Book Sale is October 13th through the 15th.

The Library is closed on Labor Day, Monday, September 4th. Sunday hours will resume on September 10th.

PATRON SUGGESTIONS AND CONCERNS
May-July, 2017

SIGNED COMMENTS:

1. It has been a bit since I've been here, but I love the 14 day loan wall and book summary wall. I'll be back soon to check out a few books! Keep up the good work!
2. The special wasps you have in the large flower beds are neat, but I think there are too many of them. On 7-29-17, I parked right by one of them, and it was a fairly hot day. Normally, I would've left my windows partially open to help keep my truck cool, but with so many bees flying around, I didn't want to do that. Even so called "harmless" bees can startle you if they fly around you while you're driving, and cause an accident.

UNSIGNED COMMENTS:

1. Excellent! Thanks very much!
2. Staff is friendly and helpful here. Would like to suggest that you consider cooking demos like Mt. Pleasant Library. I have been to several there with my sister. Their program is really nice. Two that I have attended were with Michelle Bommarito and Ming. Both were great demos.
3. Would like all books 3 week take out. Shelf of most popular books of month. Shelf of Librarian favorites picks for the 2 weeks or 3.