

**Grace A. Dow Memorial Library Board Meeting  
May 16, 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, May 16, 2018**

- I. Roll Call – Stephanie Andreasen, Maxine Brink, Michael Burhans, Sarah Galt, Debbie Hayes, Ann Moe, Laura Peterson
- II. [Acceptance of April 18, 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 Officers 2018-2019
- VIII. Library Board Annual Report Committee – Galt, Burhans, Moe
- IX. Library Board Vacancy
- X. City of Midland 2018-2019 Budget Schedule
- XI. Lower Level Restoration Update
- XII. Strategic Plan
- XIII. Announcements
- XIV. Adjournment

Next meeting date: August 15, 2018

**Grace A. Dow Memorial Library  
Library Board Minutes  
Wednesday, April 18, 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, Stephanie Andreasen, Maxine Brink, Michael Burhans, Sarah Galt, Debbie Hayes, Ann Moe, Laura Peterson

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

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

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

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

None

**IV. Public Comments**

None

**V. Director's Report**

The Mideastern Michigan Library Cooperative Annual Meeting is Thursday, May 17<sup>th</sup> in Grand Blanc. Board members are invited to attend this dinner meeting. The Library is eligible for a seat on the Board effective September 2018. This is a rotating seat among all the libraries in the cooperative. The position would require attending a meeting in September, a virtual meeting in February, and the joint dinner meeting in May.

Due to the bad weather on April 14<sup>th</sup>, the Adult Battle of the Books will be rescheduled. Note: It was rescheduled for Friday, April 27<sup>th</sup>.

A press release from the Department of Education announced the Library's receipt of a Braille Enhanced Story Walk program. The story is divided up on panels so it can be read by walking from panel to panel. The story is in braille so it is accessible to those with vision challenges. The Library was one of 32 libraries in the state to receive a Story Walk. Plans are underway to determine where the panels will be located. Moe suggested a location where there are sight challenged people.

Interviews for the new Library Director position are ongoing.

Galt called attention to the "Read in the Woods" program being promoted by the Chippewa Nature Center. The Chippewa Nature Center will be partnering with the Library to promote reading during the summer. Once a month someone from the Center will read to children in the woods and encourage them to continue reading on

their own. Information about Library Summer Reading Program and services will be available at the story times and in the Visitor's Center.

In response to Hayes' question, the Library is providing books for the "Read Downtown" program on April 21<sup>st</sup>. This year's theme is fairy tales.

Burhans commented that the Library Facebook page provided timely announcements on the cancellation of the Adult Battle of the Books and the (be)Causes and Effects program due to the bad weather on April 14<sup>th</sup>. Barnard noted that the Library was surprisingly busy during the storm, and provided a place for people who lost power or cable and internet services.

#### **VI. Patron Comments and Suggestions**

##### **SIGNED COMMENTS:**

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

**Library fines and fees are included in the City of Midland Code of Ordinances. Consideration of suggested changes is reviewed by library staff and the Library Board. Recommendations are submitted to City Council.**

##### **UNSIGNED COMMENTS:**

None received.

#### **VII. Library Board Annual Report Committee**

Galt and Burhans volunteered to prepare the Library Board Annual Report. A draft of the report will be reviewed at the August Board meeting. Note: Moe has been added to that committee.

#### **VIII. Library Board Appointment and Vacancy**

Galt has been reappointed to the Library Board for a three-year term. She has served on the Board since 2006. Hayes has elected not to be reappointed. The Board thanked her for her contributions to the Library Board.

The City has advertised the Board vacancy and will accept applications until April 27<sup>th</sup>. Two members of City Council will interview applicants. The candidate approved by City Council will begin a three year term on July 1<sup>st</sup>.

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

The City budget was reviewed at the City Council work session on April 16<sup>th</sup>. A preliminary public hearing on the proposed budget will be April 23<sup>rd</sup>, followed by a Charter-mandated public hearing on May 7<sup>th</sup>. The budget is scheduled for adoption at the May 21<sup>st</sup> City Council meeting.

The Library's financial statement was reviewed by Board members. It was noted that capital expenditures are higher in 2017-2018 due to carrying over funds from the fascia project, funds for a new roof and the replacement of the fire alarm system. In 2018-2019, funds will continue to be designated for roof replacement as well as resurfacing the staff parking lot. In response to a question from Galt, restoration costs are included in the City insurance account and are not reflected in the Library budget.

Galt inquired about contributions. Contributions come from the Friends of the Library, various grants, and gifts for honor and memorial books. The Library received technology grants from the Cooperative this year.

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

Barnard reported on the progress of the restoration.

- Carpet and linoleum have been installed
- Touch up painting continues
- Electrical work is being completed
- Wood finishing continues including on the shelving end panels
- Shelving has been installed
- 1600 boxes of books have been returned from the warehouse
- Staff members are working to shelve the materials

Galt questioned whether the couch in the teen room would be replaced. That seating will be changed to booth seating.

Photos were shown of some of the areas in Youth Services. Moe questioned whether the Community Room is ready to be used by the general public. Barnard responded that no outside rentals are scheduled yet because of the use of the elevator for deliveries of furniture and materials for the restoration project. Some reservations for mid to late June are being scheduled.

In response to an inquiry by Moe, the total lower level will open at one time. There is no specific date set for the re-opening, however the lower level will be open before the Summer Reading Program starts.

There is a plan underway to modify the drain where the flood waters coming in to the library originated.

#### **XI. Strategic Plan**

Barnard reviewed Board goals and actions on the strategic plan.

##### Review physical gathering spaces:

- Continue involvement with the evolution of the former Cup & Chaucer space. Movement on this has been delayed because of the relocation of youth services to that space.
- Receive updates on the lower level restoration. Updates have been provided at Board meetings.

##### Increase awareness of library services:

- Identify library services and programs for staff presentations to Board. Reference Librarian Sudi Kotecha presented information on financial databases. That information can be utilized in videos produced by MCTV.
- Promote library services to the community. Board members staffed the table at Kids Day at the Mall on January 20, 2018.
- Participate in the city input/focus group opportunities. These have been rescheduled for fall 2018.

- Assist with the re-opening events for the lower level and promote summer programs.

Review issues and trends impacting libraries:

- Receive updates on legislation related to libraries. The Board reviewed information on net neutrality.
- Attend the Michigan Library Association “Advocacy Boot Camp” in the spring. Board members were not available to attend.
- Discuss emerging trends and relevance to the Library. Board members were provided copies of the American Library Association report “The State of American Libraries 2018” to review and discuss.

Richardson updated the Board on Library communications.

- The Youth Services Events Calendar for May through August is complete.
- The Library Connection newsletter for May/June will go to the printer this week.
- A column on National Library Week by Terrie Ahlers, Supervisor of Adult Services, was published in the Midland Daily News. Columns promoting Youth and Adult events for the summer will be published in early June.
- An ad for the Week of Wellness events was published. An ad will be placed in the Midland Daily New in the beginning of June promoting the Summer Reading Program.
- Regular Facebook posts generated by Reference Librarian Jennifer Foster promote programs and events.
- The Youth Connection magazine published by the Legacy Center, will have an ad for the Summer Reading Program and the SAT Practice Test in June.
- A social media video was recently released with Terrie Ahlers promoting National Library Week and the Week of Wellness. The Week of Wellness programs were well attended. Feedback from the Week of Wellness programs evaluations shows that people are getting information from several different sources: newspaper, word of mouth, flyers, and social media.
- Upcoming social media spots will include promotions for the Summer Reading Programs for adults and youth, and the lower level Open House.
- Summer Reading Program brochures usually come out in early to mid-May.

The Week of Wellness social media video statistics from Facebook recorded 2,500 reached, 755 views and 196 minutes.

**XII. Announcements**

Burhans called attention to continued increases in eBook circulation at the Library. The Libby app is helpful and the selection of books is excellent.

**XIII. Adjournment**

Brink moved to adjourn. Galt seconded. Motion approved. Meeting adjourned at 7:58 p.m. The next meeting of the Library Board is May 16, 2018.

Grace A. Dow Memorial Library Board  
**Director's Report**  
May 10, 2018

**Adult Services Activities**

Staff is planning monthly Trivia Nights starting in August through December.

Jennifer Foster, Reference Librarian, attended the National Genealogical Society Family History Conference in Grand Rapids.

**Youth Services Activities**

The Volunteen program will be back this year with orientations scheduled in June.

The popular Touch-a-Truck will be held Thursday morning, July 26<sup>th</sup>.

**Other**

The Summer Reading Program for all ages starts Monday, June 11<sup>th</sup>. The theme is "Libraries Rock." The Friends of the Library co-sponsor the program.

Midland Blooms planting is Saturday, May 19<sup>th</sup>, 8:15 am. Volunteers are welcome to help plant along library property on Eastman Ave.

The Friends of the Library approved funding for programs in 2018-2019 including Battle of the Books, Summer Reading Program, youth and adult book discussions, and National Library Week events. Funds were also donated for eBook and eAudiobook purchases.

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>, and Independence Day, Wednesday, July 4<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**  
April, 2018

**SIGNED COMMENTS:**

1. I came in today looking for educational material to find out that it has been removed from inventory because it was not popular. I understand the library is here to provide to the majority of people and that means the selection will continue to change. I was hoping that you could explain to me why educational material is sacrificial.
2. I would love to see a snack/coffee shop in the library. I know Cup & Chaucer didn't work out, but it might be viable with different workers.
3. Two floods are too much. Is the City doing anything to prevent another?

UNSIGNED COMMENTS:

1. I like how you have lots of new books!
2. Staff is very helpful both in finding books and on computer questions.