

**Grace A. Dow Memorial Library  
Library Board Minutes  
Wednesday, January 20, 2021, 7 p.m.  
Held electronically**

**1. Roll Call**

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

PRESENT: Miriam Andrus, Sarah Galt, Gail Hoffman, Julie Hyatt, Laura Peil,  
Stephanie Andreasen, Bethany Broderick

ALSO PRESENT: Roberta VanHolstyn, Library Administrative Assistant

**2. Introduction of new Board Member:** Galt called upon new Board member, Bethany Broderick to introduce herself.

**3. Acceptance of November 18, 2020 Meeting Minutes**

Motion by Hoffman, second by Hyatt that the minutes of November 18, 2020 meeting be accepted as submitted. Motion carried.

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

None

**5. Public Comments**

None

**6. Library Communications: Building Update**

- Phase 1 - Boiler Replacement: Work completed, including water mitigation measures.
- Phase 2 – Design: Blueprints and specifications for construction in the lower level: City Council has approved an architectural firm and engineering firm to draw up plans. This phase is in process.
- Phase 3 – Mechanical Systems, i.e. water heater, fire alarm system components, air handler 3, and steam boiler. Flood mitigation elements where possible.
- Phase 4 – Construction: Renovating the lower level, walls, flooring, cabinets, etc.

Discussion and questions followed.

**7. Director's Report:**

**a. New Business:**

i. What is happening at the Library:

- Library continues to operate four days a week
- Staff members continue on work share unemployment and furlough

- Projects in the Library are being completed: renovate the projection room above the auditorium, redesign and re-lay colored carpet tiles throughout the building, painting accent walls, painting and reorganizing the processing room
- Through grant money, the Library is able to compile kits for therapy toys for families to check out
- Andrus is writing a grant for participation in the National Endowment for the Arts Big Read
- RB Digital Magazines will be moving to OverDrive on February 2

**b. Old Business:**

i. Library Strategic Plan – Board Goals

An article on the Library's current status was published in the MDN on January 8, 2021. More articles are expected throughout the year and will fulfill the Board goal of six newspaper articles in 2021.

**8. Patron Comments and Suggestions**

It was suggested that the Library provide a structured way for patrons to provide comments and suggestions while the Library is closed to visitors.

**9. Announcements**

Galt has volunteered to be on the Board of the Mid-Michigan Library Cooperative and shared her recent experiences.

Discussion by members followed, including landscaping at the Library, uses of outdoor spaces around the building, the Japanese Garden, fire alarm system, and possible time frame to partially re-open the Library.

**10. Adjournment**

Motion by Peil to adjourn, second by Hoffman. Motion carried. Meeting adjourned at 8:06 p.m. The next meeting of the Library Board is April 21, 2021 via Zoom @ 7 pm.