

**Alvah N. Belding Memorial Library
Library Board Minutes
May 20, 2024**

Board Members Present: Ron Gunderson, Thomas Cameron, Sherri Hughes, Jan Lamborne, Kathy Lehman

Board Members Absent: None

Director: Britney Dillon

City Council Liaison: Jeannine Leary

Guests: Betty Jenkins

1. **Call to Order and Roll Call:** Meeting was called to order by Ron G. at 5:31p.m.
2. **Approval of Agenda:** Motion made by Jan to approve the agenda and supported by Tom. Amended to include: add Director Goals to New Business. Motion approved.
3. **Approval of Minutes:** Motion made by Kathy to approve the April 22, 2024 minutes as presented and supported by Tom. Motion approved. Amended to include: Remove "Speechless" from Jan's Trustee comment. Motion approved.
4. **Public Comment:** There was no public comment.
5. **Library Reports:** Director's, Youth Services, Circulation, Donations, and Financial Reports were all reviewed. These reports were received for filing.

Comments on Reports:

- a. **Director's Report:** Out front looks nice. Caulking is still going to get finished. Come winter to keep the salt from the pillars we will handle the top section of steps and from the landing the second set of steps downward have the shovelers handle the rest. Johnson Controls are going to come in and adjust the heat/cooling settings. Confirmation that the flooring trim will be fixed when new flooring is installed in July. Trustees are thankful for the photos, name tags and job description of the employees.
- b. **Adult Services Report:** All dates and times are confirmed for the Summer Reading program.
- c. **Youth Services Report:** All dates and times are confirmed for the Summer Reading Program. Battle of the Books went very well. The end of the Summer Reading Program "Touch a Truck" is August 8, 12p.m. - 3p.m.
- d. **Circulation Report:** Circulation numbers show what materials are being checked out. Doesn't show all the services the library has to offer. Storytime is bursting at the seams. More people are coming into the library and getting a library card for the first time.

- e. **Monthly Financial Reports:** There were discussions on the amended budget. Everything was sent in on time. No questions on summary of paid bills.
- f. **Donations:** None

6. **Notice of Paid bills:** A motion was made by Sherri to approve payment of bills for April and supported by Tom. Motion carried.

7. **Communication and Correspondence:** Three different News notes. Request for Book Reconsideration form was given to each of the board members. The Pages Carmen Jones and Nathan Peasley are leaving in the Fall.

8. **Unfinished Business:** Board Bylaws and Policy Manual

Discussions and Changes on the Bylaws were the following:

- a. Section 7 page 7 vacancy: This sentence will be omitted.
- b. Section 11 Discussion of when the Facility Committee will meet; "Every six months - May 1st. and November 1st. - and as needed."

Discussions and Changes on the Policy manual section 2

a. 2.1b Juvenile Cards: The following will be added: If fees are incurred on a juvenile card for adult materials the fees will be moved to the adults card.

b. 2.1 c Student Cards: One print item will be changed to "One print item at a time." also, Use of all library resources, including access to the internet "and any digital resources."

c. 2.1d Institutional Cards: residents of staff will now state residents or staff.

d. 2.1 e Non-Resident Cards: Purchase amount will be prorated January-March \$20. April-June \$14. July-September \$10. October-December \$5.

e. 2.3 Patron Records: specific patron "If they are at the library in person, they must have the physical card. If they are on the phone, they must have the card number." that corresponds with the account in question.

f. 2.4 Overdue, Lost and/or Damaged Materials: Alvah N. Belding Memorial Library does not charge fines for ANBL owned materials. The sentence - ANBL will suspend a patron's borrowing privileges when the fines/or fees on a patron's account exceed 1.00 will be deleted. \$40.00 will be changed to \$80.00 and sixty days past due will be changed to 63 days. The sentence - A patron referred to a collection agency until the charges are resolved will now include "if lost and not returned". The sentence - "No overdue fines will be assessed to the patron for the late return of damaged materials" will be deleted.

A Motion to approve the changes in the Library policy section 2 was made by Tom and seconded by Jan. Motion carried.

9. **New Business:**

- a. Directors Goals for 2024/2025 will now be presented at the June meeting which will coincide with the fiscal year.
- b. Evaluation forms will be given to each Board member in August.
- c. Questions and Discussions about the evaluation form at the September meeting.

- d. Completed evaluation form will be given to the Library Board President at the October meeting.
- e. Evaluation of the Library Director will take place at the November meeting.

Motion is delayed until this is reviewed at next month's meeting.

Public Comment: City Council Liaison Jeannine L. - Last council meeting we continued our discussion on the Budget. Music in the Park starts June 6th and will continue through August every Thursday night. Silk City Market is going to be the second Saturday of the months, June, July, August and September 9a.m. to 1p.m. at the Gathering Place. DPW said they would replace the boards on the walkway.

Trustee Comments:

Sherri H.- No comment.

Tom C.- A free airplane ride is being offered on June 15th from 8a.m.-12p.m. at the Greenville Airport for ages 8 to 17. Phone # (616)754-5534.

Jan L.- We accomplished a lot.

Kathy L.- Where are we at with our strategic plan? Have we updated that? (It was reviewed in 2023. Will be updated in November 2024 for 2025.) I think the board should have our own plan on what we would like to accomplish. I found the comment box. It's the 20th anniversary for The Book Clubs.

Ron G. -Thank you to the board and Kathy for continuously looking through and updating the Policy Manual. It's better to be proactive so that we don't end up being reactive.

Britney- Thank you to Tom and the Board members for being active in the community. We have KDL and Lakeland Cooperative as a great resource at the forefront of things that may happen.

Next meeting is June 24th. Motion to adjourn at 6:39 made by Ron and supported by Tom. Motion carried.