**Alvah N. Belding Memorial Library**

**Library Board Minutes**

**June 24, 2024**

**Board Members Present:** Ron Gunderson, Sherri Hughes, Kathy Lehman

**Board Members Absent**: Jan Lamborne, Tom Cameron

**Director:** Britney Dillon

**City Council Liaison**:

**Guests:**

1. **Call at Order and Roll Call:** Meeting was called to order by Ron G. at 5:30 p.m. Motion made by Ron to excuse the absences of Tom and Jan. Supported by Kathy. Motion passed.
2. **Approval of Agenda:** Motion made by Ron to approve the agenda as amended and supported by Sherri. The agenda was amended by to include the following under New Business:
3. update of the Grand Rapids Community foundation
4. update employee dress code.
5. Director’s goals

The motion carried.

1. **Approval of Minutes**: Motion made by Kathy to approve the May minutes as presented and supported by Ron. Motion carried.
2. **Public Comment:**  No comment.
3. **Library Reports:** Director’s, Youth Services, Circulation, Donations, and Financial Reports were all reviewed. These reports were received for filing.

**Comments on Reports:**

* 1. **Director’s:** book cases installed are completed. Thanks to Sherri for her recommendation of Marty to build them.
* Ron asked Britney about painting the outside trim. She said she is planning on having it done next year. The last time it was painted was before the library anniversary celebration.
* The parking lot is scheduled to be resealed next spring.
* The stonework was done at the original cost quoted and Britney was very happy with the work that Cusack’s did above and beyond their original quote.
* Sherri asked about a date for the flooring installation. There is not a firm date beyond July at this point.
	1. **Youth Services**:
	2. **Adult Programs**: Hoopla is pay/use. Typically runs between $4K-4.5K. Kanopy will be available July 1. Paid monthly by what is used. Estimated cost is $250-300/month.
	3. **Circulation:**
	4. **Monthly Financial Reports**: June 30 is the end of the yearly budget.
	5. **Donations:**
1. **Notice of Paid bills**: A motion was made by Ron to approve May’s payment of bills and supported by Sherri. Motion passed.
2. **Communication and Correspondence:**
3. **Unfinished Business**:
4. 3rd reading of the Board of Trustee By Laws- Ron made a motion to bring the By Laws discussion to the floor with support from Kathy. Corrections from the April meeting of Trustees were updated in the document. Page 9 section 7 will need to be inserted by Britney regarding public comment at Board meetings. Vote to accept was taken. Third reading of the Board By Laws motion passed.
5. Library Policy section 3 was discussed. Changes made to 3.3 for clarity. Ron made a motion to approve the policy with support by Sherri. Motion carried.

1. **New Business:**
2. Kathy updated Trustees on the current balance and usable funds available through the Grand Rapids Community Foundation. Interest on our investments can be withdrawn without penalty or conditions, or left to grow with time.
3. Dress code: Britney presented the idea that males are excluded from wearing shorts when it is hot outside, but females are allowed to wear dresses or skirts. Knee-length dress shorts would be specified. Current code specifies that skirts and dresses modest length. Britney said that she has already addressed the body shape and appropriateness with the staff already at the last staff meeting. Kathy made the motion that we add shorts to the acceptable dress code, specifically employees may wear dress shorts during the warm weather season. Sherri supported the motion. Motion carried.
4. Director Goals: Britney had included her 2023 goals and her progress on them. She also presented her 2024 performance goals. Discussion on her goal to provide lunch at the library aimed at the ages of 18 or younger. Trustees will use the 2023 goals as we complete the Director evaluation. Kathy asked if she plans to have the meeting room repainted and she said she’d like to have a lot of repainting done upstairs as well. Britney will look into this is the future. We all agree it needs to be done. Discussion regarding the stairway carpet and the need for it to be replace. Britney made a note of it.
5. **Public Comment:** none
6. **Trustee Comments:**

Ron: Asked Sherri to send a card to Tom from the Board of Trustees as Tom’s MIL has died. Thanked us all for attendance.

Sherri: said what I needed to already

Kathy:said what I needed to already

Motion to adjourn at 6:24pm by Ron and Kathy supported. Motion carried.