

Howard Miller Public Library

Library Advisory Board Meeting

January 28, 2025

4:30 p.m.

East Activity Room - Community Center

- I. Call to Order
- II. Approval of Minutes for November 19, 2024, meeting
(*motion and approval, Minutes attached*)
- III. Staff Introduction: Megan Hoeksma, Librarian I
- IV. Director's Report
- V. Board Comment
- VI. Old Business
 - a. Santa visit hosted 49 kiddos and 41 grown-ups – thanks so much for the treats!
 - b. Update on elevator repair timeline (*informational*)
- VII. New Business
 - a. Review and approval of updated Bylaws for the LAB (*motion and approval*)
 - b. Budget planning overview for FY25-26 (*informational*)
- VIII. Public Comment
- IX. Board Comment
- X. Adjournment

Next Regularly Scheduled Meeting:

Tuesday February 18, 2025

4:30 p.m.

East Activity Room – Community Center

**Howard Miller Library Advisory Board
Meeting Minutes
November 19th, 2024**

Present: Terry Allen, Amanda Hanson (staff), Kate Kraak, MaryBeth Timmer, Barb Dannenberg, Alison Reese, Lynette Lam

Absent: Mary Wilkos

Meeting called to order 4:30pm.

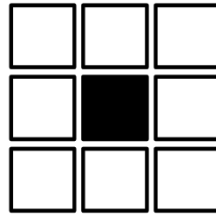
Minutes from the October 15th meeting were approved as written.
M-MaryBeth Timmer, S-Alison Reese - Passed unanimously.

Staff Introduction: Kim DenBesten. Library I, was introduced to the board. Kim previously served on the board and stepped down when she took the position with the library. Her passion is shelving and the front desk!

Director's Report:

1. The Lakeshore Author Meet and Greet event on October 3rd was a success with a dozen authors participating and over 100 patrons visiting. We plan to offer this bi-annually.
2. A new program for Tweens this Fall, Doodles and Donuts, was a success with 19 participants.
3. Staff Development Day was held on Monday, October 14th and Robyn Schopp led our team through the 6 Types of Working Genius concepts. 15 staff members were able to attend this day of training.
4. We hosted 106 attendees at the Halloween craft program on October 22nd.
Staff Highlights
5. Carol Talsma, Librarian I, began with the Library on October 21st. She works 10 hours a week and comes from a school library background.
6. Leann Parker, Technology and Business Office Lead attended the Michigan Library Association 2-day conference in Traverse City on October 16-17.
7. Staff that worked on Halloween all wore matching t-shirts as the Library Spice Girls and Miss Julie was the chef.
8. On October 31, 2024, Amanda Hanson submitted the completed Annual Report/State Aid Application to the Library of Michigan for their review and determination of our eligibility for state aid funds in 2025.
9. Progress working towards the operational goals for the library to be completed within 2024 include:
 - a. Increase community partnerships and collaborations:
Confirmed the annual Holiday Train show will again be displayed at the Community Center this November through December by the Holland Modular Railroad Club.
10. New staff member Megan Hoeksema will be starting as a Librarian I position on November 12th.

December 16, 2024



December 3, 2024



DIRECTOR'S REPORT

December 2024

Library Events/Programming Highlights

- Several holiday programs were hosted including the Adult Holiday Scrap Fabric Collage night and the Teen Holiday Bingo and Pizza program.
- The Cookies with Santa (*aka Mayor Klynstra*) program hosted 49 happy children with 41 grown-ups who enjoyed tasty treats made by the Library Advisory Board members.
- At the Community Center, the City hosted a Versiti blood drive and collected 15 units of whole blood in one afternoon from staff and the public. This amount of donated blood will save 45 lives this holiday season.

Staff Highlights

- Amanda H. completed the year-long Post Pandemic Public Libraries directors' cohort program which met virtually every month throughout 2024 to discuss issues involving community relationships, communicating library impact more effectively, and responding to public queries with confidence. She will give a 10-minute presentation to the group in Lansing at the Library of Michigan on March 21, 2025.
- End-of-year employee performance evaluation meetings are in progress and will be completed by the end of January.

City of Zeeland 2024 Strategic Action Plan – Library Operational Goals Updates

- Progress working towards the operational goals for the Library to be completed within 2024 include:
 1. **Increase community partnerships and collaborations**
Community Center hosted a Versiti blood drive for the Zeeland area and has plans to host a blood drive with Versiti 2 more times in 2025.
 2. **Refresh/update library space to encourage usage and enhance comfort for patrons**
A new display unit for the main floor of the library has been ordered and will be delivered in February. This unit will hold the "newest of the new" books to allow for better browsability of the collection.
 3. **Optimize training opportunities for all staff including part-time employees**
All library staff who have been employed by the City for 6 months or more have attended at least 1 professional development webinar in addition to the Staff Day activities offered in October.

Looking Forward

- We will announce the winners of the holiday coloring contest by age group after the new year.
 - Julie Russell, Children's librarian, will attend the Ottawa County Youth Services meeting to share programming and collection development strategies.
 - School visits will begin in January and continue throughout the Winter/Spring months.
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HML by the Numbers – December 2024

	December		
	2024	2023	% Change
Visitors	8,287	7,895	5%
Curbside Delivery	17	15	13%
Digital Downloads	5,325	5,621	-5%
Physical Items (Circulation)	25,573	24,704	4%
Computer Sessions	366	246	49%

Children's Programs:

- 23 programs – 1,124 participants

Adult Programs:

- 1 program - 10 participants

Outreach Programs:

- N/A

BYLAWS OF THE

~~ZEELAND HOWARD MILLER PUBLIC~~ LIBRARY ADVISORY BOARD

ARTICLE I. MEMBERSHIP AND DUTIES

Section 1. ~~The Library Advisory Board of the Zeeland Public Library Howard Miller Public Library shall consist of five members who are qualified electors of the City of Zeeland, appointed by the Mayor, by and with the consent of the City Council and in accordance with the provision of the City's library ordinance. The Library Advisory Board of the Howard Miller Public Library is hereby created and shall consist of five electors from the City, a Councilmember representative, and Township representatives who are appointed in accordance with an intergovernmental agreement. The City's representatives shall be appointed by the Mayor, by and with the consent of the City Council.~~

Section 2. The Library Advisory Board shall be responsible for determining and providing library service in accordance with the City's library ordinance.

ARTICLE II. OFFICERS

Section 1. The officers shall be a chairperson and a secretary, elected from the appointed Library Advisory Board members at the annual meeting of the board.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3. The officers shall perform the duties generally associated with their offices and such others as may be designated by the Library Advisory Board.

ARTICLE III. MEETINGS

Section 1. The Library Advisory Board shall meet not less than once every three months. Regular meetings shall generally be held on a monthly basis at the ~~Zeeland Howard Miller Public Library~~ and Community Center. Notices of all meetings shall be posted in advance in accordance with the State of Michigan Act 267 (P.A. 1976).

Section 2. The annual meeting, which shall be for the purpose of election of officers, shall be held at the time of the regular meeting in ~~June~~ May of each year.

Section 3. Special meetings may be called by the chairperson or at the request of three (3) members for transaction of business as stated in the call for the meeting.

Section 4. A quorum for transaction of business shall consist of a simple majority.

Section 5. Order of business for regular meetings shall be:

- a. Call to order

- b. Roll call (record of attendance)
- c. Approval of minutes as read or corrected
- d. Library Administrator/Director report
- e. Committee reports
- f. Communications
- g. ~~Unfinished~~Old business
- h. New business
- i. Public comment
- j. Adjournment

Section 6. All meetings shall be open to the public and to library staff. When personnel matters or property transactions are discussed, the Library Advisory Board may enter into a closed “executive session”.

Section 7. Situations not covered by these bylaws or Library Advisory Board policies shall be governed by Roberts Rules of Order, latest ~~addition~~ edition.

ARTICLE IV. LIBRARY STAFF

Section 1. ~~The City Council Manager, with the advice of the Library Advisory Board and consent of City Council shall designate~~ appoint the Library Administrator/Director, who shall be responsible for the efficient management and operation of the library, as may be determined by the City Council and Library Advisory Board. ~~With the advice and approval of the Library Advisory Board and the consent of City Council, the library administrator~~ City Manager shall appoint a ~~librarian~~ Library Administrator/Director, whose duties it shall be to operate a municipal library and to be responsible for providing such library service as may be determined.

Section 2. ~~With the advice and approval of the Library Board, the Library Administrator shall appoint a Librarian, whose duties shall be to operate a municipal library and to be responsible for providing such library service as may be determined by the City Council and Library Advisory Board.~~

Section ~~3~~ 2. The Library Administrator/Director may designate or employ such employees as are deemed necessary to administer the requirements of the library operation.

Section ~~4~~ 3. The ~~Librarian~~ Library Administrator/Director and all employees will be hired, compensated and supervised in accordance with the City’s ~~uniform~~ personnel classification and ~~compensation~~ position system.

ARTICLE V. COMMITTEES

In most matters the Library Advisory Board shall act as committee of the whole, but standing or special committees may be appointed at the discretion of the Board’s chairperson. The committee shall be considered discharged upon completion of its assignment.

ARTICLE VI. MINUTES

Section 1. Minutes shall be taken at each meeting of the Library Advisory Board.

Section 2. The minutes of the preceding meeting(s) shall be approved by the Library Advisory Board as the first act of the regular meeting.

Section 3. A copy of all motions shall be recorded. The name of the member who makes the motion, the member who seconds the motion, and in cases of a divided vote, individual aye and nay votes shall be recorded.

Section 4. All minutes of the Library Advisory Board meetings and all other records of the Library shall be available to the public for information.

Section 5. The minutes shall be distributed to the Library Advisory Board members, Mayor, and City Council members, and made available for information to the public and library staff.

ARTICLE VII. GENERAL

Section 1. An affirmative vote of a majority of all trustees present shall be necessary to approve any action by the Library Advisory Board unless the Library Advisory Board has adopted a policy of operating by consensus when it chooses. In such cases the secretary shall indicate in the record that the decision was reached in this manner.

Section 2. The Library Advisory Board chairperson may move or second a proposal.

Section 3. The bylaws may be amended by a majority vote of members present at an official meeting of the Library Advisory Board provided that the amendment was included in the call for the meeting.

Section 4. The provisions of the bylaws shall not be in conflict with, nor shall they take precedence over provision of the City's library ordinance.

Adopted: May 9, 1988

Updated: ~~February 20, 2018 January 15, 2019~~ March 6, 2024

**BYLAWS
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Updated: May 16, 2023

Updated: January 3, 2025