

Howard Miller Library Advisory Board
Meeting Minutes
January 28th, 2025

Present: Terry Allen, Amanda Hanson (staff), Mary Wilkos (Chair), Kate Kraak, Barb Dannenberg, Alison Reese, Lynette Lam

Absent: MaryBeth Timmer

Meeting called to order 4:30pm.

Minutes from the November 19th meeting were approved as written.

M-Mary Wilkos, S-Alison Reese - Passed unanimously.

Staff Introduction: Megan Hoeksema, Librarian I was introduced to the board. Megan previously worked in Marketing in Grand Rapids and has always had a love for books. She started in November and is a great asset to the library!

Director's Report:

- Several holiday programs were hosted, including the Adult Holiday Scrap Fabric Collage Night and the Teen Holiday Bingo and Pizza event.
- At the Community Center, the City organized a Versiti blood drive, collecting 15 units of whole blood in one afternoon from staff and the public. This donation will potentially save 45 lives this holiday season.
- Amanda H. successfully completed the year-long Post-Pandemic Public Libraries directors' cohort program, which convened virtually each month throughout 2024 to discuss community relationships, effectively communicate library impact, and confidently responding to public queries. She is scheduled to deliver 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 currently underway and are expected to be completed by the end of January.
- Progress towards the operational goals for the Library for completion within 2024 includes:
 - Increasing community partnerships and collaborations: The Community Center hosted a Versiti blood drive for the Zeeland area and plans to host two more blood drives with Versiti in 2025.
 - Refreshing and updating library spaces 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 is intended to showcase the "newest of the new" books to improve collection browsability.
 - Optimizing training opportunities for all staff, including part-time employees: As of December 3, 2024, all library staff employed by the City for six months or more have attended at least one professional development webinar, in addition to participating in Staff Day activities held in October.
- 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.

Old Business:

- A. The Cookies with Santa program, featuring Mayor Klynstra as Santa, hosted 49 children and 41 adults who enjoyed treats prepared by Library Advisory Board members.
- B. The elevator parts have been ordered. A company based in Grand Rapids will handle the repairs, and the parts are expected to arrive sometime in April or May. All programming will be moved downstairs, and appropriate communication will be provided to the public.

New Business:

- A. Review and approval of the updated Bylaws for the LAB: M-Mary Wilkos, S-Terry - Passed unanimously.
- B. The current budget reflects the ongoing digitization of the Zeeland Record at Central Michigan University. This cost (\$1,500) will be paid with the interest from the Library Endowment Fund.
- C. Budget planning overview of for FY25-26
The library board has approved a proposal to use the 2024 interest from the Library Endowment Fund for consulting and project costs related to implementing sound reduction measures in the library. The initial cost for this project is estimated at \$13,000. The sound reduction will involve the installation of panels, baffles (also known as sound clouds), and ceiling insulation.

No public comment.

No Board comment.

Meeting adjourned at 5:10 pm. M-Mary Wilkos, S-Barb Dannenberg.

Next Regularly Scheduled Meeting: March 18, 2025.