

Howard Miller Library Advisory Board
Meeting Minutes
March 18th, 2025

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

Absent: Lynette Lam

Meeting called to order 4:30pm.

Minutes from the January 28th meeting were approved as written.

M-Mary Beth Timmer, S-Mary Wilkos - Passed unanimously.

Staff Introduction: Abby Machiela, Librarian I was introduced to the board. Abby is a parttime Librarian I and also parttime student at Grand Valley State University studying archaeology. She will take on the 40 hour Summer Intern position at the library beginning in June and help with Summer Reading Program efforts. She has worked with the library for 3 years.

Director's Report:

- Amanda shared highlights from the Jigsaw Puzzle competition held in February for the community. Based on this success we will plan to have more puzzle competitions at the library in the future.
- 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.
- The operational goals for the Library have been set by the City Council and include the following:
 - Update the Library website in conjunction with the City website. Target date for completion is December 31, 2025.
 - Install sound-absorption materials in the building to treat ongoing acoustic issues.
 - Engage in a public awareness campaign about the benefits provided through library services. A professional marketing organization will be hired to facilitate this effort.

Board Comment:

- Terry Allen suggested contacting GVSU for affordable and professional marketing services.

Old Business:

None.

New Business:

- A. Overview of FY 25-26 budget for the library was given. Amanda anticipates the approval of the proposed budget by City Council is forthcoming.
- B. Review and approval of a memo recommending the approval by City Council for the service contracts associated with the website redesign: M-Mary Wilkos, S-Alison Reese - Passed unanimously.

- C. Discussion of Staff Appreciation luncheon on Thursday April 17. Lunch will be catered by Wolfies and Board members signed up to bring side dishes.

No public comment.

No Board comment.

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

Next Regularly Scheduled Meeting: April 15, 2025.