

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

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

Absent: Mary Wilkos (chair)

Meeting called to order 4:30pm

Minutes from the January 16th 2024 meeting were approved as written.
M-Barb Danenburg, S-Alison Reese- Passed Unanimously.

Director's Report:

- The Library hosted many fun events the last few months, including a Valentine's Day Family Night, a Leap Year time capsule activity and the multi-cultural program celebrating Kenya.
- Jessica Volkers, Programming Specialist, drafted the preliminary listing for all Summer events happening during our Summer Reading Program beginning in June.
- Julie Russell, Librarian II in charge of Children's collection development, attended a webinar on the Best of 2023 in Children's literature.
- Donna Modders started as our newest Librarian I on March 5th . Donna is being trained by Lynel Danckaert, Technical Services and User Experience Manager, to help with Circulation Desk and shelving activities.

Old Business:

- A. HML was selected to be a recipient for the Clarke Historical Library Michigan Digital Newspaper grant which will provide scanning and hosting services for the Zeeland Record from years 1893-1919. Publication years 1920-2024 will be digitized and hosted through contract services with Clarke Historical Library. The total cost estimate for these services is approximately \$62,000 to be paid for through the Library Endowment Fund proceeds.

New Business:

- A. The operational goals for the Library to be completed within 2024 have been determined by City and Library leadership and include: Increase community partnerships and collaborations, refresh/update library space to encourage usage and enhance comfort for patrons, and optimize training opportunities for all staff including part-time employees.
- B. The operating budget for FY24-25 was created and will be proposed to City Council on March 26th Highlights include:
 - Slight increases in allocation requests for Administrative Services line item
 - 58% increase in allocation for e-materials due to shift away from using Endowment funds to support this permanent collection
 - Creation of a new line item to support the Library of Things collection
 - Request for \$18,500 from the Contributions fund to cover planned updates to library furnishings and support for outreach programming
 - \$70,000 from the Library Endowment Fund to cover the anticipated costs of the Zeeland Record digitization project.

Public Comment: None

Board Comment:

- Barb Danenburg wondered if library activities were promoted in local papers? There is currently information in the Zeeland Living per Amanda.
- Terry Allen asked how we can attract visitors into the library. Amanda explained that the previous space where the fountain used to be under the steps will be revamped and utilized in a much better way as the city is going to do a space analysis.

Meeting adjourned at 5:30pm

