

**Howard Miller Library Advisory Board
Meeting Minutes
September 16th, 2025**

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

Absent: Barb Danenberg

Meeting called to order 4:30pm.

Minutes from the May 20, 2025 meeting were approved as written.

M-MaryBeth Timmer, S-Alison Reese - Passed unanimously.

Pam Haan, Librarian I, was introduced to the Board as a recent hire for the library in June. Pam is recently retired from teaching and works part time for HML.

Director's Report:

- The library hosted various programs and made significant operational progress in August 2025, including a popular scavenger hunt and preparations for fall programming, alongside staff changes and facility improvements.
- **Successful community engagement event:** The Lucky Duck Scavenger Hunt was held from August 11-16, attracting 137 participants who received stickers for finding hidden ducks. The NEA Big Read Lakeshore program distributed all 25 free copies of each selected book title by the end of August.
- **Staff updates and development:** A new part-time library page started on August 2, and a seasonal staff member left for college on August 9. Thirteen out of twenty staff attended a Staff Development Day at Renew Therapeutic Riding Center on August 18, during which the library was closed to the public.
- **Facility and operational improvements:** The elevator resumed operation on August 19 after repairs. Efforts to clear basement storage for BPW staff training space began, and a consortium-wide collection inventory reached 75% completion, expected to finish by October 2025.

Strategic goals progress: The library is preparing for a late September launch of a redesigned website with staff training underway. Acoustic treatment options are being explored but are currently on hold. Marketing campaigns on Facebook reached over 35,000 accounts in August to raise public awareness of library services.

Old Business:

- A. A motion was made to approve the revised Library Policies.
M-Mary Wilkos, S-Alison -Passed unanimously.

New Business:

- A. A motion was made to approve the 2025-2026 Library Advisory Board meeting dates as listed.
M-MaryBeth Timmer, S-Terry Allen – Passed unanimously.
- B. Preview of new website

Meeting adjourned at 5pm

Next Regularly Scheduled Meeting: October 21, 2025