

**Howard Miller Library Advisory Board
Meeting Minutes
September 17th, 2024**

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

Meeting called to order 4:31pm

Minutes from the May 21st, 2024 meeting were approved as written.
M-MaryBeth Timmer, S-Alison Reese- Passed unanimously.

Director's Report:

- A. Digitization efforts are moving along as expected. We will not hear any more updates until they near completion of the project towards the end of 2024.
- B. City of Zeeland 2024 Strategic Action Plan – Library Operational Goals Updates
- C. Progress working towards the operational goals for the Library to be completed within 2024
- D. include:
 - 1. Increase community partnerships and collaborations.
 - a. Planning was finalized for the Fall Lakeshore Local Author Meet and Greet. Over a dozen local authors have confirmed their participation in our event to help promote their work.
 - 2. Refresh/update library space to encourage usage and enhance comfort for patrons.
 - a. New tables, chairs, side tables, and lamps have been installed upstairs to increase seating and working areas for patrons.
 - b. 4 new educational computers have been installed in the Children's area to host the online subscription to Magic Desktop which provides games and tools for children under 12. These are now fully operational.
 - 3. Fall programming at the library began September 4th.
 - 4. Lindsey Sneller, Librarian I, resigned to take a full-time position with the Zeeland School District and this position was filled by AnnMarie Willette. AnnMarie's training is progressing on track. Debra Vojak, Librarian II, retired from the library on August 16th. We hope to fill this position with an internal candidate in the near future.

Old Business:

- A. The Summer Programming was a success again this year. The attendance numbers increased from 2023.

New Business:

- A. Review of Staff Development Day
 - a. The recommendation was made to close the library on Monday, October 14th for a Staff Development Day. M-Alison Reese, S-Barb Dannenberg-Passed unanimously.
 - b. The library will welcome Robyn Schopp in Gordeaux Consulting to facilitate a 4-hour Working Genius Training Session with Staff. The day will include a luncheon, book drop check in, trivia, and end with Zentangle.
- B. Overview of the Olive Township Library Millage Failure in August Elections
 - a. It came to Amanda's attention that the millage for the Olive Township Public Library did not pass in the August elections.
 - b. Amanda sent out letters to the residents of Olive Township that were affected by this explaining the situation. She has tried to contact anyone in the township regarding it as the contract is set to expire at the end of September, 2024.

- c. Howard Miller Library is allowing a grace period for these residents from 10/01/2024-11/05/2024, however this does not include any digital or online materials.
- d. The township needs to decide what to do with the contract and what library they wish to contract with. Any questions need to be directed to Amanda Hanson.

Public Comment: None

Board Comment: None

Meeting adjourned at 5:17pm

Next Regularly Scheduled Meeting: Tuesday, October 15th, 2024