

**Howard Miller Library Advisory Board
Meeting Minutes
September 19, 2023**

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

Meeting called to order at 4:29pm

Minutes from the May 16th meeting were approved with 2 corrections (meeting date and attendee list). M-Alison, S-Mary Beth -Passed unanimously.

Director's Report:

- The highlight from the summer months from Amanda was high level of activity in the library between June and August reflected in the 25,000-patron door count for that timeframe.
- Julie Russell, Librarian II, was present and gave an overview of the summer activities, her role in the library and activities she is working on in the future.

Old Business:

- Amanda mentioned the newest addition to the HML staff, Kathleen Shaffer, who was hired on June 14th as a Librarian I for 10 hours a week. Things are going well and she is acclimating nicely.

New Business:

- Amanda discussed the need for the Board to approve a motion to close the Library on October 9th to accommodate Staff Development day activities. M-Terry, S-Mary Beth -Passed unanimously.
- Amanda gave an update on the progress in the Strategic Planning process. The consultant, Amanda Standerfer, will be in attendance at the Staff Development day and the morning will be devoted to working out more details for the plan for 2024-2027. A draft of the final strategic plan is scheduled to be completed by December for Board approval. Amanda will present the final strategic plan to Zeeland City Council in January 2024.

Public Comment: None

Board Comment:

- Mary noted how nice it was to hear from different staff members at the beginning of the meetings to make connections between the Board and staff more tangible. All agreed and this practice will continue in future Board meetings.

Motion called for meeting adjournment by Mary Beth and supported by Kate K.

Meeting adjourned at 5:05 pm.