

Spring Lake District Library Board Minutes April 17, 2020

Present: John Nash, Mark Powers, Peter Sherwood, Mary Eagin, Joan Board, Christine Burns, Gordon Gallagher

Also present: Maggie McKeithan, Library Director; Amanda Rantanen, Business Manager; Amanda Standerfer, consultant from Fast Forward Libraries

** NOTE that per order of the Governor of the State of Michigan – a virtual meeting was held using ZOOM.

The meeting was called to order at 10:03 a.m. by President, John Nash

Motion to approve the agenda made by Gordon Gallagher and supported by Joan Board. The motion was approved.

There were members of the public listening in on the meeting – but no Public Comment was made.

Amanda Standerfer reviewed the latest updates on the Strategic Plan for SLDL. Comments and suggestions were made that will be implemented in the final versions. Amanda then led the Board through the process of creating a Vision and updating the Mission Statement for SLDL. The Board will receive an update at the May meeting. Next steps will be the “activity plan” for implementation of the Strategic Plan and then creation of the “evaluation plan”.

Motion by Chris Burns, and supported by Gordon Gallagher, to **approve the minutes of the March 26, 2020 meeting**. The motion was approved.

Motion by Gordon Gallagher, and supported by Chris Burns, to **accept the financial reports from March 2020 and approve the payment of bills**. Roll call was taken - motion was approved unanimously.

Director’s Report - Maggie presented a written report of her work the previous month.

- The library continues to be closed. The staff has worked to identify jobs that can be done from home and at the library – with minimal numbers of employees at the library at any one time. Engagement with all staff has increased with the use of virtual resources – STACK, ZOOM, etc.
- Next week all of the floors in the building are being cleaned – something that can be done more easily with the library closed.
- Summer Reading Club – Staff has found an online platform – Beanstacks - summer reading program to allow participation without having to come into the library. Staff is looking at how to adjust prizes accordingly. Maggie noted that they will not be asking local businesses for donations this year, we will try to just buy prizes from local businesses to help keep the dollars here, in our local economy. Maggie also noted that the Friends may not be able to give us the amounts that they originally thought they could because they will not have the same revenue so taking that into consideration.
- Re-opening the Library – not sure yet when or what that will look like. Maggie continues to be involved in meeting with the Michigan Library Association and Lakeland – she noted that its helpful that “we’re all in this together” so sharing information and thoughts on what libraries need to be prepared for upon re-opening. Maggie noted that once the Governor allows re-opening, it may be a few weeks before SLDL is prepared to be re-opened.

Old Business:

- Maggie noted that the staff extends thanks for the Board's decision to continue to pay them while the library is closed.

New Business:

Millage Ballot language – Motion by Mary Eagin and supported by Peter Sherwood to **approve the Ballot Language Resolution**. Roll call was taken - motion was approved unanimously.

GHACF Endowment Request – Maggie presented information on the SLDL Endowment Fund held at the Grand Haven Area Community Foundation. This year, SLDL is able to withdraw \$107,133 from the Endowment as the 2020 distribution. Motion by Peter Sherwood and supported by Gordon Gallagher **to not take the GHACF Endowment fund distribution**. Roll call vote was taken: Powers – yes, Sherwood – yes, Eagin – no, Burns – no, Gallagher – yes, Boand – yes, Nash – yes. Motion was approved.

Purchasing Copy Machines and coin-ops - Maggie presented bids on replacement of the copy machines in the library, along with the related equipment which allows patrons to pay for copies. Motion by Gordon Gallagher and supported by Chris Burns to **purchase Copier Equipment from Applied Imaging – to include 3 copiers and the coin-op equipment. Both quotes include maintenance agreements**. Roll call vote was taken: Powers – yes, Sherwood – yes, Eagin – yes, Burns – yes, Gallagher – yes, Boand – yes, Nash – no. Motion was approved.

Motion by Joan Boand and supported by Peter Sherwood ns to adjourn the meeting at 11:41 a.m. Motion was approved unanimously.

Respectfully submitted,

Mary Eagin, Secretary