

**Library Advisory Board Meeting  
July 21, 2022  
7pm  
Roon Room, Allendale Township Library**

**Agenda**

**Members Present:**

Mary Cook – *Library Director*  
Elaine Ebeling – *Chairperson*  
Patti Walcott – *Vice Chairperson*  
Margaret Wheeler  
Carol Scholten  
Karen Amisi - *Secretary*

**Absent:**

Leigh Rupinski  
Lenore Cook  
Barb Vander Veen – *Allendale Township Board Liaison*

**I. Call to order**

The meeting was called to order at 7pm.

**II. Approval of the agenda**

Action: Approve items listed on agenda as submitted

**III. Approvals of the previous meeting minutes (March 17, 2022)**

Action: Approve items listed on agenda as submitted

Motion: Margaret Moved the motion to accept

Support: Carol

Minutes from the March 17<sup>th</sup> 2022 meeting were approved.

**IV. Financial report**

**a. Summary report for FY22 through June 30, 2022**

Note –

- Aquarium serviced by Blue Aquarium
- Professional Development – for staff; Virtual at your own pace.
- Maintenance costs may increase for next year.

- Building age = 22yrs ago.
- Have contingency line to cater for unexpected items looking ahead

Motion: Margaret moved the motion to accept

Support: Patti

## V. Director's report

The report highlighted the following areas –

- Staffing - resignation of 2 staff. Job advertised.
- Programs – great turn out from community
  - Seed Library packet distribution - good
  - Gardening 101 Tomatoes
  - One-on-One Tech Help
  - Adult Summer Reading
  - Presentation on Family History Research – (Genealogy program)
  - Adult Book Discussion
- LSTA Grant approval and purchases
- DVD and Music CD ordering
- Professional Development
- Covid Test kits – while supplies last

## VI. Youth Librarian's report

The report highlighted the following areas –

- Book Drive Thru organized in partnership with the Ottawa Area ISD
- *Play and Learn* monthly events
- International Astronomy Day
- Summer Reading programs Logs
- Take and Make Activities
- Meet Up and Eat Up (at Allendale Meadows Club House)

Program Attendance – great for summer (Steel drum band; Henna; Ultimate egg drop challenge)

Suggestions given for the above programs

## VII. New business

### a. Updated meeting calendar – September or October

Action – To decide next meeting. October date is a better meeting to review any Fall programs.

Motion: Approved to meet **October 20<sup>th</sup> 2022**

### b. Strategic plan discussion

Outline of discussion: **Ideas on how to improve the library**

- **Outreach**
  - Connection with the Chamber of Commerce / The Announcer
  - Facebook – boost event
  - Newsletter – Monthly; Summer. Website / email / Facebook / Restaurant board
  
- **Specific programming ideas for library –**
  - Tai Chi class
  - Increase Library card sign up – September = Library Card Sign up at Book Fair
  - Coffee / Tea - Meet and Greet
  - Library Feature in print
  
- **Seating and Flow**
  - Inviting seating
  - Indoor space
  - Outdoor space – long term / canopy / outdoor classrooms

Action: Mary to summarize suggestions and report to board

## VIII. Old business

### a. Bylaws Update: Article V – Meetings

Motion: Patti moved a motion to accept the changes made on **page 3 under Article V**

Support: Carol

Ayes: 6      Nays: 0

### b. Friends of the Library Board Member Liaison

4 potential people interested so far.

Will reach out to those interested by holding a poll and an event.

Have a liaison to attend the event and report back.

Reach out to other people who have a *Friends of the Libraries*

Look up or search for examples of By-Laws

Action: Mary to get back to the Board on this

### c. Update on Schoolhouse

A brief update given by the Director.

## IX. Communications and Correspondence

Action: To set up an email for the Library Board

**X. Public comment**

No public comments were made. No public member in attendance.

**XI. Adjournment**

The meeting was adjourned at 8:40 pm

**Next meeting October 20<sup>th</sup> , 2022 at 7pm**

**Prepared by:**

**Karen Amisi**

**7/21/2022**

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**Name**

**Date**