

Proposed

**Grace A. Dow Memorial Library
Library Board
Minutes
Wednesday, September 15, 2010 7 p.m.
City Hall Council Chambers**

I. Roll Call

Galt called the meeting to order at 7:00 p.m.

PRESENT: Melissa Barnard, Maxine Brink, Michael Burhans, Sarah Galt, Tami Johnson, Laura Peterson, Marilyn Soules

ABSENT: Suzanne Phillips

ALSO PRESENT: Wendy Shields, Technical Secretary; Virginia McKane, Assistant Director

II. Acceptance of August 18, 2010 Meeting Minutes

Motion to accept minutes made by Soules, seconded by Brink. Motion approved.

III. Additions or Changes to the Agenda

None

IV. Public Comments

None

V. Director's Report

Barnard reported that beginning September 12th, the Library is now open on Sundays from 1:00 p.m. to 5:00 p.m.

Galt inquired about the Ann Arbor Film Festival being held at the Library on September 23rd at 7:00 p.m. Barnard explained that several short films will be shown and a representative from the Festival will give a background on each of the films and facilitate a discussion. This program is geared toward an adult audience and is expected to last approximately 1 ½ hours.

Soules commented on the partnerships with UNICEF and Shelterhouse in presenting Youth Services programs during October.

Johnson reminded everyone of the Friends Used Book Sale coming up October 15-17, 2010.

Proposed

VI. Patron Compliments and Concerns

SIGNED COMMENTS:

1. I suggest a "key ring" size library card with a hole.
The Library has a large inventory of the current style of library cards. Buying in quantity saves money. Also declining revenues don't allow for the extra cost of adding key cards.

UNSIGNED COMMENTS:

1. The dropping off of books by large cars is becoming dangerous – something has to be done – more spaces for drop off, maybe parallel along the side, maybe a reminder in the paper.
Engineers have looked at the parking lot to alleviate this issue. It would be costly to redesign the lot. Suggestions lead to other undesirable outcomes.

VII. Old Business

a. Board/Community Communications

Johnson commented favorably on the revised version of the Library Connection which saves staff time and resources. Soules stated that she appreciated the library offering the Kaplan Testing Programs on a Sunday afternoon for teens. There are classes scheduled for SAT preparation and essay writing in the near future.

b. Mid-Michigan Library Cooperative Report

Soules reported that the Cooperative Board has completed the evaluation of the MMLC Director, Denise Hooks. The result of this evaluation included changes in employee compensation.

Changes were approved by the Board in the Cooperative's Plan of Service. These included reducing the amount of times each year the Cooperative Board meets which alters their attendance policy. An additional change was that statewide delivery costs are no longer being totally paid by the Cooperative. Once funding is eliminated, the Library will pay the total cost.

The cooperative will phase out the mobile computer labs. The laptop computers will still be available to member libraries but will not be replaced as the equipment ages. One of these is currently housed at the Grace A. Dow Memorial Library. This lab is used for public computer classes.

Barnard reported that libraries are waiting for the State budget approval to find out what to expect to receive in state aid for fiscal year 2010-2011.

c. Library Board Annual Report Committee – Galt, Johnson, Phillips

A revised draft of the Annual Report was distributed to Board members for consideration. Soules moved that the Board accept the annual report to be submitted to City Council in October. Burhans seconded the motion. Motion approved.

Proposed

d. Board 2010-2011 Goal Development

A draft of Library Board Goals was presented to the Board. The Board reviewed and discussed each goal individually. The following is the final draft which was approved in a motion by Burhans and seconded by Peterson. Board members volunteered to serve on committees for the goals.

Grace A. Dow Memorial Library Library Board Goals 2010-2011

1. Review emerging trends and demographics in Midland community and evaluate impact on current and future library programs.

Action Plans

- a) Compile demographic study leveraging existing data from City of Midland and other sources.
- b) Present demographic report to library board
- c) Evaluate results and determine appropriate actions
- d) Write future goals as necessary in response to study

Committee: Burhans, Phillips

2. Promote the library to the community by increasing awareness of the library with the goal to achieve sustained usage of the library and attendance at library events.

Action Plans

- a) Invite library staff to two to three Library Board meetings between January and June 2011 to present members and public with information on services, holdings, programs and events.

3. To work with library staff in nominating the Grace A. Dow Memorial Library as Library Journal Library of the Year, by the April 1, 2011 deadline, to include the following information in the application:

- Nominee name, address, phone number and contact person
- Written explanation, photos, letters of support and library publications all detailing how GADML's accomplishments fit the award criteria
- Statistical data: including population served; total annual budget; per capita budget; circulation; percent of the budget spent on materials; visits; e-use and number of staff who are professional librarians

Committee: Johnson, Soules

Proposed

VIII. New Business

a. Library Statistical Report, 2009-2010

Barnard reviewed the annual statistical report by presenting graphs showing trends for the year in circulation and library usage.

IX. Board Announcements

None

X. Adjournment

Brink moved to adjourn. Johnson seconded. Motion approved. Meeting adjourned at 8:05 p.m.