

DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: December 9, 2024 @ 6:30 pm

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment & Correspondence:

Approval of the Agenda:

Approval of the Minutes: November 18, 2024

Treasurer's Report: October, November. Credit Card - \$3,979.80 for November.

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Discussion of procedure for Board appointees to fill seats for 2025.

OLD BUSINESS:

1. Discussion and possible motion regarding the need for changes in Display Policy.

Township Board Meeting: December 19, 2024 7 pm.

Adjournment:

Next regular meeting: January 20, 2025 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: November 18, 2024 @ 6:30 pm**

MINUTES

Meeting was called to order at 6:30 PM

Pledge of Allegiance: was said.

Roll Call: Present- Jeffrey Babbitt, Brittany Hunter, Carrie Brooks, Bruce Bendull, Andrea Strong. Absent- Shana Dykhuis, Michael Rydman.

Changes to the Agenda: None. Brooks motioned to approve the agenda as distributed. Hunter seconded. All yes, motion carried.

Public Comment & Correspondence: None.

Approval of the Minutes: Brooks motioned to approve the minutes from October 21, 2024. Strong seconded. All yes, motion carried.

Treasurer's Report: Brooks motioned to table the Treasurer's report for November, but pay the credit card in the amount of \$4,197.50. Hunter seconded. All yes, motion carried.

Director's Report: Was heard. Director reported that programs continue to be well-attended, most of them at capacity. Patron activity and circulation are strong; however, the library is in the process of purging inactive patron rolls and the new patron signups are not keeping pace. Consortia mobile app, provided by Lakeland co-op but branded for Dorr Township, will go live in January.

Committee Reports: None.

NEW BUSINESS:

- 1. Discussion of procedure for Board appointees to fill seats for 2025.** The issue was discussed.
- 2. Discussion and approval of Holiday Closures for 2025.** The issue was discussed. Hunter motioned to approve the holiday closures for 2025. Bendull seconded. All yes, motion carried.
- 3. Discussion and approval of Board Meeting Dates for 2025.** The issue was discussed. Brooks motioned to approve the holiday closures for 2025. Strong seconded. All yes, motion carried.
- 4. Discussion and approval of fee reduction or waiver for Renewed Horizon's use of the Community Room.** The issue was discussed. Hunter made the motion that the board approve waiving the fee for Renewed Horizons to

use the community room on a monthly basis, and that this waiver be revocable at the Director's discretion at any time. Brooks seconded. All yes, motion carried.

5. Discussion and approval of Library Assistant's wage increase to \$12.50. The issue was discussed. Brooks motioned to approve the wage increase. Strong seconded. All yes, motion carried.

6. Discussion and approval of new wage schedule and timeline. Brooks made the motion to approve the wage schedule with the provision that it be re-evaluated as needed. Bendull seconded. All yes, motion carried.

7. Discussion and approval of Emergency Management Policy. Hunter made the motion to approve the Emergency Management Policy as proposed. Brooks seconded. All yes, motion carried.

OLD BUSINESS

1. Discussion and possible motion regarding the need for changes in Display Policy. Brooks made a motion to table the discussion of the display policy until we can receive more direction from the attorney. Strong seconded. All yes, motion carried.

Adjournment: Brooks motioned to adjourn at 7:16 PM. Bendull seconded. All yes, motion carried.

Township Board Meeting: November 21, 2024 7 pm. Babbitt will attend.

Next Regular Meeting: December 9, 2024 at 6:30 pm

Submitted by Brittany Hunter, Secretary.

Director's Report, December 9, 2024

Library Operation Updates

Program attendance has been good. Notable programs include Fake Bake Snowglobe Mugs with 17 participating.

Statistics

People visited the library 1,166 times in November, averaging 50 visits per open day. Our Active Patrons count remains high at 594. Our Patrons Added, however, was lower than in past years at 12.

Reilly is still gathering statistics on circulation.

Budget and Financial Items

Reilly is working on updating the Budget.

We were recently informed that the Perrigo Foundation Board has awarded us \$1,350 to cover marketing costs and one person's tuition for Excel Adult High School. A meeting with myself, Reilly Brower, and Alex Suzore from Cengage on next steps is in the works.

Staff and Building Items

Township Maintenance had the pivot on the staff door replaced, making the door open, shut, lock, and unlock much more easily.

We are still trying to find a replacement for the door stopper on the door to the Main Library. The wooden wedge currently in place is inadequate. I have emailed Township Maintenance to see who manufactured the door.

Meetings, Workshops, etc.

On November 20, the DBA met and held elections for 2025. I will serve as Co-Secretary for the year.

November 21 was a Staff Meeting at which we discussed de-escalation, the enforcement of patron behavior rules, and staff safety. I am looking into resources and people who can check in with staff when I am not there, so that staff feel safe during all of their work hours.

On the morning of November 27, I met with Ryan Brown of Decker Agency about the cyber insurance and what we can do to avoid common pitfalls. Later that day, I met with Janelle Morgan of Elite Fund regarding the network hardware we need to purchase with eRate.

Pine Rest's Mia Ginzer met with me the morning of December 5 for the EAP Administrative Orientation. Staff Orientation will follow on December 19. Later that day, I participated in the inaugural meeting of Allegan County Multi-Agency Collaborative Council's Digital Equity Committee representing the ACLA. We are designing a survey to assess digital access and literacy needs countywide.

Lakeland's Board and Advisory Council are not meeting this month. Michigan Public Library Directors will meet on Zoom on December 13. The DBA will not meet this month, but will hold their annual Christmas Party December 13, which I plan to attend.

Volunteers

No volunteers this month.

Library Closings

We were closed November 28-30 for the Thanksgiving holiday and December 5 due to the winter storm.

Completed December 5, 2024, at 4:31 PM.

RE: Question about Board member attendance**SA**

Seuryneck, Anne [REDACTED]

Fri, 06 Dec 2024 2:30:13 PM -0500 •

To "Jeffrey Babbitt" <jeffrey.b@dorrlibrary.org>

I spoke with Clare. When they had this happen before, they had the governing municipality, in this case the Township, appoint two members to get you to a quorum and then the four library board members can select the other two. You may consider asking two of your current board members to request to be appointed by the Township because they understand what is going on. Once you get to a full board, the Township appointed members can each resign (if they are not interested in serving long term) and then the Township Board can provide replacements. The appointments will last until November 2026 and then the four appointed members will have to run for the remaining two years of the four year term.

Anne M. Seuryneck

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From: Jeffrey Babbitt <jeffrey.b@dorrlibrary.org>**Sent:** Thursday, December 5, 2024 10:56 AM**To:** Seuryneck, Anne [REDACTED]**Subject:** RE: Question about Board member attendance

[CAUTION - EXTERNAL EMAIL] DO NOT reply, click links, or open attachments unless you have verified the sender and know the content is safe.

Hi Anne,

Today is a snow day and the library is closed, but if you have a moment, you can reach me on my cell at [REDACTED]. Perfectly happy to get an email, too, if that's easier. To refresh your memory, the situation is that the write-in candidate named [REDACTED] did not get any votes, not even his own, so we only have 2 trustees on the Board starting in January. Will they be able to interview 2 candidates for appointment to make a quorum? We have 2 current Board members who are willing to be appointed.

Jeffrey Babbitt, MLIS
Director
Dorr Township Library
1804 Sunset Dr
Dorr, MI 49323
(616) 681-9678

DISPLAY POLICY

1. Guidelines

Library displays are planned, curated, and implemented by library staff. While any item in the library's collection can be utilized for purposes of a display, Library staff use a set of criteria to determine which topics to promote and which materials are selected. The Library strives to include a wide variety of relevant topics and viewpoints as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs.

Criteria may include, but are not limited to:

- Library's Strategic Plan and current mission and vision alignments
- Library's Collection Development Plan
- Library stakeholders and partners
- Community needs and interests
- Educational, informational, or cultural significance

2. Responsibility

Library staff or community members may suggest a display topic, and staff typically design and curate displays. However, final approval and ultimate responsibility for each display rests with the Library Director.

3. Intellectual Freedom and Censorship

The Library affirms the First Amendment to the U.S. Constitution and the right of the people to receive information. Displays and exhibits are marketing efforts designed to provide for these rights and are therefore under First Amendment protection.

4. Types of Display

- a. Monthly Displays. Every month, Library staff will change out displays around the Library to highlight different topics throughout the year. These topics can include, but are not limited to, seasonal displays, cultural or heritage displays, award winning materials, and specific genres or classes of materials. Monthly displays are planned in advance by Library staff.
- b. Pop-Up Displays. Pop-up displays are smaller displays that are thematic and timely as it pertains to ongoing happenings in the Library and literary world. Examples include the displays near the entrance showcasing the current book being read in each Book Club.

- c. Digital Displays. Displays that occur in the Library's online presence including, but not limited to, the Library's social media pages, the Library's digital signage, the Library's digital resources and applications, and any digital promotional materials that are dispersed through digital avenues such as emails or text messages. These digital displays are promoted in conjunction with already vetted physical displays and programs.

Approved by Dorr Township Library Board August 21, 2023.