

HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Agenda

August 28, 2023 4:30pm

Community Room

1. Call to order
2. Agenda p. 1
3. Public Comments
4. Correspondence p. 2
 - a. Letter from Rep. John Moolenaar
5. Approval of Minutes p. 3
 - a. August 7, 2023
6. Financial Reports - none
7. Library Director's Report p. 4-9
 - a. August 23, 2023
8. Committees
 - a. Budget and Finance
 - b. Building and Grounds
 - c. Personnel
 - d. Policy
 - e. Marketing
9. Unfinished Business
 - a. none
10. New Business – meeting business explanations p. 10
 - a. Consider approving digitizing 1,608 issues of the Maple Valley News by Smith Imaging Solutions for a cost of \$7,391.00. p. 11
 - b. Consider moving public comment to end of agenda, just before Board Member comments.
11. Board Member Comments
12. Adjourn

JOHN R. MOOLENAAR
2ND DISTRICT, MICHIGAN

HOUSE COMMITTEE
ON APPROPRIATIONS

SUBCOMMITTEES ON

AGRICULTURAL, RURAL DEVELOPMENT,
FOOD AND DRUG ADMINISTRATION, AND
RELATED AGENCIES

LABOR, HEALTH AND HUMAN SERVICES,
EDUCATION AND RELATED AGENCIES

FINANCIAL SERVICES AND GENERAL
GOVERNMENT

SELECT SUBCOMMITTEE ON

STRATEGIC COMPETITION BETWEEN THE
UNITED STATES AND THE CHINESE
COMMUNIST PARTY

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WASHINGTON, DC 20515
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Congress of the United States
House of Representatives
Washington, DC 20515-2204

August 10, 2023

Ms. Margaret Grace Hemerling
Hastings Public Library
227 East State Street
Hastings, Michigan 49085

Dear Margaret,

I am writing to thank you for allowing my office's staff to use space at the Hastings Public Library to conduct meetings with constituents of Michigan's Second Congressional District. Staff have indicated to me that you have been very kind and welcoming.

In addition, I would like to congratulate you and your team for the amazing work you have done for the community. It is encouraging to know that you are working hard to create new programs and opportunities for the resident of Barry County. I am glad that you have had generous people involved who assisted you in acquiring new resources for your community, such as your new solar umbrella and picnic area.

I hope you know that your hard work and dedication have not gone unnoticed. Keep up the good work, and if you ever need help with any federal issue, please do not hesitate to reach out to my office.

Sincerely,



JOHN MOOLENAAR
Member of Congress

JM/CB

For up-to-date information on issues, events and other topics of interest, please sign up for my e-newsletter at www.mooleenaar.house.gov.

**Hastings Public Library Board of Trustees
Minutes**

Date: August 7, 2023 – 4:30PM

**Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058
Community Room**

1. CALL TO ORDER

The Meeting was called to order by Newberry at 4:31 p.m.

- Board members present: Kelli Newberry, Audrey Burton, Jane Cybulski, Jeff Kniaz, Bill Nesbitt, Chloe Kelly, Not Present: Brenda Stacy, Cloe Oliver, Dave Koons.
- Also present were Peggy Hemerling and David Edelman.

2. AGENDA: Add two new items, review correspondence from Diane Hawkins and discuss scanning the Maple Valley News. Jeff Kniaz motioned to approve the agenda as amended, Audrey Burton seconded. Motion approved.

3. MINUTES: Jeff Kniaz motioned to approve the July 10, 2023, minutes, seconded by Chloe Kelly. Motion approved.

4. FINANCIAL REPORTS: REVIEW JUNE 2023 REPORTS and INVOICES – Jeff Kniaz moved we accept the financial reports as written, seconded by Bill Nesbitt. Motion approved.

5. LIBRARY DIRECTORS REPORT: July 2023

6. COMMITTEES

- a. Budget and Finance –
- b. Building and Grounds –
- c. Personnel –
- d. Policy –
- e. Marketing-

7. NEW BUSINESS

- a. Jeff Kniaz motioned that we accept updates to the Patron Code of Conduct Policy, seconded by Chloe Kelly. Motion approved.
- b. Jeff Kniaz motioned that we accept the updates to the Personnel Policy, seconded by Chole Kelly. Motion approved.
- c. Jeff Kniaz moved that we approved the closing of the drive-thru so that the window construction (Battle Creek Glass) company can use the area for their container and lift trucks. Seconded by Bill Nesbitt. Motion approved.
- d. Audrey Burton motioned to table the Maple Valley News digitization project until the next meeting, seconded by Jane Cybulski. Motion approved.

8. NEXT MEETING DATE

- a. Next board meeting on Monday, August 28, 2023, at 4:30 p.m.

9. ADJOURNMENT: Meeting was adjourned at 5:04 p.m.



HASTINGS PUBLIC LIBRARY

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Library Director's Report for the August 28, 2023 Board Meeting

In August we don't plan much programming. This gives the staff time to finish summer reading and start gearing up for the fall. It didn't stop the month from being busy though. Summer reading wrapped up, the window project moved forward and our new circulation supervisor began training, along with many other things.

We had great participation in our summer reading program. The theme sparked ideas for programming, decorating and prizes. Paige will share information and statistics about it in her report.

During August the preparation for construction moved forward and we were in contact with all the contractors involved with the window project.

- We finalize the specs for the HVAC system.
- Approved the glass and aluminum for the windows and did another walk around with Battle Creek Glass (BCG) to finalize the shop drawings.
- Made arrangements to borrow a book drop from the Thornapple Kellogg School & Community Library, so patrons will still be able to return their items leaving their cars while the drive thru lane is closed.
- Did a walk through with Jared Gortsema from Eckhoff DeVries, and two drywallers they have hired, to look at places that will need more extensive repairs, ask all our questions and answer any questions they had.
- Scheduled the building to be power washed before construction begins.

Currently, the window construction is set to begin the week of Sept. 11. I should get a definite date from BCG's project manager by early next week. When we find out the start date we will also learn when they will bring their storage container and dumpster. David will keep patrons and the community informed when the drive thru lane will close. We will be posting information about the construction process on our website and on Facebook to keep people informed about what sections of the windows are being worked on and how it will affect access to books and other materials. I'll send you updates as they become available.

Before the work on the windows begins we've hired Bailtek to remediate the mold caused by the leak in the teen room and an old leak in the children's area. Fortunately, there is no damage to the drywall, so they only need kill any mold and seal over the areas they have treated. They are schedule to do the work on September 5.

Early in August, solar tech Brian Zeemering replaced our solar inverter. It took him two days, but once it was installed the read out showed the solar panels were really putting out the energy. With the new inverter we have an account with Growatt to look online to see how much electricity the panels are producing. Hopefully, our electric bill will go down now.

As you know, Tess Allarding joined the staff as circulation supervisor at the beginning of the month. Tess has been working at the Lake Odessa Community Library for almost two years, so came to us already familiar with our circulation system, since Lake O's library uses the same system. She has been training with David and several other staff members to learn our procedures and processes. She's is a quick study, so she's almost up to speed in many ways. I invite you to stop by the Library and welcome her.



A lot of good things took place in August. It's exciting to see the all the activity in the building and have the start of the window construction just around the corner.

Assistant Director, David Edelman's report:

I am excited to pass on a few great updates since the end of July.

- The picnic table and solar canopy were installed Tuesday 8/22. Woohoo!



- Digitizing of the Sun & News is complete. We will work on uploading to the Barry County History Portal over the next few months.
- The Maple Valley News is out for digitizing, though as discussed in early August, all of it cannot be accomplished with available funds. See the meeting agenda where we will discuss what can be done.
- Another patron with Meals on Wheels signed up for Home Delivery. I am considering expanding the service to all of our service area this fall.
- We received a donation of a painting of former High School Principal William Wallace, for whom the library was named when it moved into the high school in 1955. We plan to put it on display in the Michigan room.
- I have added to my rubber ducky collection (visit them at my desk). I acquired an aviation duck at the Air Zoo when my wife and I went to Adult Space Camp in August. We got to meet Darth Vader, Robbie the Robot and my all-time favorite, Gort. 😊

Marketing & Adult Services, Barbara Haywood's report:

Even without programs in August there were plenty of activities and work to be done wrapping up summer reading and working on promotions for our upcoming events and activities.

- A War Hammer Role Playing games group shared the community room with Dungeons & Dragons on Saturday, August 19. There was a total of twenty-five participants between the two groups. They plan to continue meeting together on the 2nd Saturday of each month from 10am-2pm.
- Prizes were flying out the door for summer reading's "Read Beyond the Beaten Path" camp challenge. See Paige's report for more information.



Bailey, Felicity and Theo Sejat show off their decorated bags

- Arm Chair Travel starts back up on September 20. We will have several great in-person travelers sharing their passions and the travel that goes with it this fall & winter.

Youth Services Librarian, Paige Brandli's report:

August is typically a slower month in the youth department as we wrap up and recover from Summer Reading. Emma and I began another weeding project. This time we're going through the nonfiction sections of the children's and teen areas. It's a slow process, especially in the children's area, but it's necessary to keeping relevant information accessible to our patrons. I started with the children's coping section. I have plans to meet with Maggie Brayler from the Family Support Center to discuss what areas of support her families need and what topics should be addressed in our coping section.

Summer Reading officially ended on Saturday August 19th. This was definitely our most successful post-Covid summer program. The table below lists our registration & completion numbers for all four age groups. A challenge is considered complete when the participant logged 40 days of reading between June 5-August 19 (75 days)

Age Group	Registered	Completed
Little Ones (Babies-PreK)	116	42
Kids (K-5 th)	239	81
Teens (6 th -12 th)	84	24
Adults	235	69

This year adults were told that reading to their child counts as part of their summer reading challenge. We suspect this change helped with the increase in adults participating and the large number of little ones to complete the challenge.

Prizes were awarded at the end of the program including a very special prize for one of our families. Maranda from Wood TV 8 works with Lakeland Youth Librarians to create some amazing summer reading prizes. This year our very own Nigel Rose won the grand prize! In previous years librarians were asked to draw several names at random, send them to Maranda and she would draw winners. This year we decided that each library in the cooperative would pick one reader (who completed the challenge) to have their name entered into the grand prize drawings.

I submitted Nigel because he's here at the library with his family all year, not just during summer reading. While here he is kind and patient with the other kids, helping them with the computers and occasionally he reads to younger kids in the early literacy play area. Nigel is the second of four kids and his older brother has been dealing with childhood cancer on and off (currently in remission!). He is one of those quiet kids who takes care of all those around him and really deserved a moment in the spotlight.

On Monday August 21st my family and the Rose family went to Grand Rapids to the Wood TV 8 studio for him to receive his surprise prizes! We had a tour of the studio, got to see the engineers/camera crew area, and record a promo with the Rose Family receiving their prizes which included:

- Overnight hotel stay in Auburn Hills
- Shopping Spree at Great Lakes Crossing (I believe \$500)
- Tickets to Lego Land, Peppa Pig World, and Sea Life Aquarium
- \$100 gift card to Rainforest Café

- Air Zoo Passes
- \$100 Meijer Gas Cards

Maranda is so incredibly generous, while at the station she tossed in tickets for the Roses to visit the Grand Rapids Public Museum with free parking. She also asked my kids what they'd like and gave us passes to Air Zoo. Throughout my time communicating with Maranda she wanted to make sure that Nigel and his family will be able to utilize their winnings at little to no cost for them. There was a nice moment as we were wrapping up when Maranda and I spoke to Alisha and gave her the credit she deserves for all the work she puts into raising four kids on her own. Overall, it was an amazing experience for everyone and the perfect end to a summer.



Maranda giving us a tour and Maranda with the kids. (Brian, Nigel, Dre, and Breylynn)



With the camera crew! This was probably the kids' favorite part of the tour. They say don't meet your heroes, but I met Ellen Bacca and she is wonderful. I was able to thank her for all her work on the weather team; especially from those of us who plan outdoor events throughout the year.

Be on the lookout for the promo on Wood TV 8 and their affiliate stations. We will also share it on library social media.

September Special Activities:

- 11th – Preserving the Harvest, 6:00pm, partnership with Blue Zones & MSU.
- 13th – Friends Fall Meeting, 6:00pm.
- 18th – What the Tech?, 5:30pm, Barry County Chamber & Economic Development introduce to new technologies.
- 20th – Arm Chair Travel, 6:30pm, Dominica, Croatia, & Europe.
- 22nd – Drive Electric Event, 5:00pm, Barry County Chamber & Economic Development and the Kalamazoo Electric Vehicle Association.

HPL Board Meeting

August 28, 2023

New Business Explanations:

- a. Consider approving digitizing 1,608 issues of the Maple Valley News by Smith Imaging Solutions for a cost of \$7,391.00 – We had over \$18,000 donated when we made our year end request for donations to get the Hastings Banner digitized. The cost of the Banner digitization was covered by one donor, so we have been using the \$18,000 to get other local newspapers scanned. I'm asking for you to approve the digitize of as much of the Maple Valley News as the use of the remaining funds will allow.
- b. Move public comment to end of agenda – With so many public meetings, including library boards, school boards and city council meetings having people use the public comment time to intentionally disrupted the meeting, I am asking you to move the public comments to the end of the agenda. This was suggested by the director of the Kent District Library in a webinar on book challenges. This would allow all the meeting business to be addressed before disruptions can take place. We haven't had any issues, but many libraries have. I am asking you to be proactive and make this change.

Hastings Public Library

Proposal For hardcopy scanning of the Maple Valley News: Preliminary pricing for Scanning of 19,300 Pages of Hard Copy News Print (1,608 Issues averaging of 12 pages per Issue)

Scope of Work:

- 1.Scanning of 19,300 Pages of Standard Newsprint of Maple Valley News.
- 2.The OCR of 19,300 Images
3. Indexing 1,608 issues

Estimated Cost:

Pick-up and delivery: Company Vehicle	\$	25.00
Hard Copy Scanning @ 300dpi: 19,300 x \$0.34/image.....	\$	6562.00
OCR of 19,300 images @ \$0.013/image	\$	251.00
Indexing: 1,608 indexes @ \$0.264/Index	\$	424.00
Image by Image Clean up:	\$	N/A
Publishing: 1Terabyte hard drive	\$	129.00

**Total Estimated Cost for News Paper conversion to indexed and full text
searchable PDF's on your network or website: \$7,391.00**

Terms:

Please allow 3 months from time of order to completion of this solution.
4-hour scan on demand service \$10.00 per request.