



## MINUTES

### Library Board

October 15, 2025

7:00 p.m.

Berkey Public Library (3155 Coolidge)

#### **Present:**

Matt Church,  
*Library Director*

Amanda Rohda,  
*Chairperson*

Carol Hermann,  
*Board Member*

Christina Grimm,  
*Board Member*

Margaret McGee,  
*Board Member*

#### **Absent:**

Rita Van Brandeghen,  
*Board Member*

Ross Gavin,  
*City Council Liaison*

I. Call to order: The meeting was called to order at 7:02 p.m.

II. Public comments: None

III. Approval of minutes from September meeting: motion by Carol Hermann, seconded by Amanda Rohda, unanimously approved by the board.

IV. Librarian's report:

- Study room project is proceeding. After the bidding was complete, a contractor was chosen and will be starting shortly.
- The first Community story time was held at Toadvine Books in September. Future fall community story times will be held at Vibe Credit Union and Articulate. Thanks to Rebecca Stout for facilitating this event.
- Best wishes to Phyllis Jose on her retirement from the library after 16 years of service to the community.
- Thanks to Lisabeth Conger for having the vision to rebrand and renovate the media room and to the Friends who approved funds at their September meeting to do so.
- City offices, including the library, were closed on September 12 for a staff in-service. The library staff also gathered prior to the city-wide meeting for a library-only staff meeting.
- The Friends will be hosting a used book and puzzle sale on Friday, November 7 from 1-6 p.m. and on Saturday, November 8 from 10 a.m.-3 p.m.

- There are two new part-time library desk assistants. Welcome, Dan and Annie!
- There were a wide variety of library programs in September for children, teens and adults.
- Rebecca Stout has launched a “Messy Play” series of programs for children.
- There were 10 meetings held at the library by outside groups, serving 105 individuals.

#### V. Old business

- A. Circulation statistics: While September circulation was down a bit from August, it was the highest it has been for the month of September for several years.

#### VI. New business: Policies that are to be discussed and created-

- A. Social Media Policy: City government will be putting together a social media policy for all boards and commissions to adopt and follow.
- B. Meeting Room Policy: A meeting room policy will need be implemented.
- C. Unattended minors policy: A policy is to be created for unattended children, requiring children under a certain age to be accompanied by an adult.
- D. Display Board Policy: Policy to be written on usage, type of content, and length of time a posting may stay on the board.
- E. Display Case Policy: Policy to be written on what may be placed in the case, length of time, and how often.
- F. Study Room Policy: will need to decide on the number of people allowed in the room, amount of time available for usage, being able to reserve the rooms or not, frequency of use.
- G. There will be separate policies for study Rooms and meeting rooms as they serve different needs. It was discussed that when setting policies for these rooms, that the policy should also refer to adherence to the Library Code of Conduct as part of the room policies.
- H. The Board will continue to determine current needs and future goal setting.

#### VII. Update from City Council liaison: Ross Gavin passed along the following to Matt to report to the board:

- The City council has selected and approved a new firm to act as Berkley's City Attorney.
- A reminder that the election is in 3 weeks (Tuesday, Nov. 4, 2025).
- Council approved the Holiday Lights festivities for 2025.
- Council tabled a decision on the PILOT program being sought for the Columbia/Coolidge housing development.

VIII. Adjourn:

1. Motion from Carol Hermann, seconded by Amanda Rohda, unanimously approved by the board.
2. Time: Meeting was adjourned at 7:43 p.m.

Minutes submitted by: Carol Hermann, board member

Next meeting: November 19, 2025 at 7 p.m.