

## **Berkley Public Library Board Minutes March 16, 2022**

**Present:** Matt Church, Library Director; Rita Van Brandeghen, Chairperson; Carol Hermann, Amanda Rhoda, Jordan Paterra, and Mary Jo Armstrong (joined several minutes after 7pm), Board Members; Natalie Price, City Council liaison.

### I. Call to Order

- Meeting convened at 6:58pm.

### II. Public Comments

- There were no public comments.

### III. Approval of Minutes

- The minutes from 16 February 2022 were approved as printed.

### IV. Librarian's Report

- The full-time staff participated in an intensive online self-paced training put on by NIMS, National Incident Management System. Departments around the city have been participating in the NIMS training. The new assistant to the city manager, Mike Smith, has been tasked with coordinating and scheduling trainings. The deadline for the city departments to finish training is March 1, 2022.
- In April 2022, book club will return to meeting in person.
- Meeting room rental is starting to pick up. Financial planners make good use of the meeting rooms.
- Benches were installed around the Library's grounds. Five benches were installed in the front, one in the back. Plaques will be mounted on the benches.
- The Library Director discussed the current status of the security system. The system was experiencing some issues with displays and video feeds. A diagnostic test revealed that an energy module needed to be replaced. Once replaced, the system was working well again.
- The Friends of the Library will be meeting in March. The Friends of the Library have a new board.
- The Friends is planning an outdoor book sale during Berkley Days. There is a potential for a collection day in May or June 2022.

## V. Old Business

- The Library Director reviewed circulation statistics and updated the Board about COVID.
- Circulation is going well. Auto-renewal helps the numbers and patrons. Big jump from February 2021.
- Berkley is no longer requiring staff to wear masks. Currently, all staff members are still wearing masks. The Library Director is reporting fewer masked library patrons.

## VI. New Business

- The Library Director reviewed the proposed budget overview. The Library Director projected a promising budget. The Library Director reviewed the procedure for finalizing the budget. The Library Director stated that the biggest item, cost-wise, was the heating system. The Library Director highlighted future projects. The Library Director stated that the facilities manager, Alex, will seek bids for painting the Library's exterior and interior. The Library Director stated that he has earmarked \$1,500 for the creation of a vinyl record collection.
- The Library Director discussed the elimination of overdue library fees.
- There was a motion to support the elimination of overdue fees, which was seconded, and unanimously approved.

## VII. Update from City Liaison

- The City Liaison discussed electric charging car stations and discussed the type of stations City Council is considering.

## VIII. Adjourn

- A motion to adjourn was made and seconded. The meeting was adjourned at 8:04pm. The next meeting is April 20, 2022 at 7pm.