

## **Berkley Public Library Board Meeting Minutes 20 October 2021**

**Present:** Matt Church, Library Director; Rita Van Brandeghen, Chairperson; Carol Hermann, Amanda Rhoda, Jordan Paterra, and Mary Jo Armstrong, Board Members; Natalie Price, City Council liaison.

Meeting convened at 7:00 p.m.

There were no public comments.

Minutes from 09 June 2021 meeting were approved as printed. There was no meeting in August 2021 due to a power failure.

### **Librarian's Report:**

The Library Director presented his reports for August and September on programs, equipment updates, and staff. Highlights of the reports include:

- The library returned to normal hours after Labor Day.
- Despite added hours there is still reduced usage in the building as most patrons only come in, search for materials, and checkout. Computer usage has also been reduced.
- Curbside pick up is still available for patrons not comfortable with coming into the building.
- Staff is still facilitating home delivery of materials to patrons who are unable to come to the building.
- Friends of the Berkley Library and Vibe Credit Union continued their support for this year's summer reading program. There was strong patron interest and support of the summer program.
- Matt has continued to attend department head meetings.
- Matt continues to meet with local library directors virtually to discuss COVID plans.
- Hotspots have been a popular addition to the library. Due to strong patron demand, checkout is now limited to Berkey library cardholders.
- The library and other parts of the city were without power from August 11-15 due to a storm. There was some damage due to the HVAC system during the outage.
- Temporary repairs have been made to the HVAC system, but it is likely that the entire 23-year-old HVAC system will need to be replaced sooner rather than later due to problems with the chiller component and leaks in the coils. Rusted HVAC drain pans also led to leakage onto the circulation desk during a recent storm. Further, there are issues with the boiler. Cost estimates are being obtained.
- A leak in the roof was also discovered during a very heavy rain storm. The leak was repaired. Internal damage was limited to a few wet ceiling tiles.

- Miles Young has been promoted to library clerk. Kit Charlton has been hired as a desk assistant and Jennifer Beres has been hired, on a temporary basis, for the same position.
- The city is hiring a facilities director who will be starting in November. This is a new position. The facilities director will be responsible for oversight of all the city buildings.
- There were several programs in August and September, including storytimes, take-home crafts, adult programs and a Quidditch program. Outdoor storytimes, at Jaycee Park, took place in September and October giving the program more availability and options for patrons.
- 269 people participated in library programs in August-September.

### **Old Business:**

- August circulation totaled 15,693 items and September totaled 14,793. While circulation appears to be up, this is a bit misleading as materials will auto-renew, if they have not been returned, up to the maximum number of renewals.

### **New Business:**

- Changes to the Materials Selection Policy of the library, revised 11 August 2021, based upon discussions at the 09 June 2021 meeting, were reviewed, as well as reaffirmation of a minor change to the ALA Library Bill of Rights. Upon motion of Jordan Paterra, seconded by Carol Hermann, and unanimous vote of the Board, these changes were approved.
- There will be discussion of the Library Code of Conduct and the Library Board Establishing Ordinance at the next board meeting on 17 November 2021.

### **Update from City Council Liaison:**

- City Council liaison, Natalie Price reviewed “best practices” with the board as a reminder on how to remain in compliance with the Open Meetings Act.
- Natalie also indicated that Council is currently reviewing Board establishing ordinances to determine if they need updating.

### **Other Matters**

Library staff compensation will be discussed at the November meeting.

A motion to adjourn was made by Carol Hermann, seconded by Amanda Rhoda, and approved by the board. The meeting was adjourned at 8:20 p.m.

Next meeting – 7 p.m., Wednesday, 17 November 2021

Respectfully Submitted,

Carol Hermann