



HARPER WOODS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

Wednesday, June 18, 2025 at 7:00 PM

PRESENT:

President	Eric Walton
Treasurer	Bobby D. Lewis
Member	Andrew Cyburt
Interim Library Director	Sue Todd
Library Director	Kelly Guyman

EXCUSED:

Vice-President	MaryBeth Kane
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ABSENT:

Member	Makenna Champney
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I. CALL TO ORDER

President Walton called the Meeting of the Harper Woods Public Library Board to order at 7:04PM. Guyman to serve as secretary.

II. ADOPTION OF AGENDA

Treasurer Lewis made a motion to approve the meeting agenda, Cyburt seconded the motion. Motion Carried.

III. APPROVAL OF MINUTES

Walton called for approval of the minutes from the Regular Meeting on May 15, 2025 and the Special Meeting on May 19, 2025.

Lewis made a motion to approve the minutes from May 15, 2025 and May 19, 2025. Cyburt seconded the motion. Motion Carried.

IV. INFORMATION REPORTS

A. President's Report

Walton thanked the new Library Director and thanked Interim Director, Sue Tood for the

outstanding work she did during the time she served in the position. Walton also praised Librarian Suzanne Kent's presentation on the Harper Woods Drive-In, and really enjoyed the information. Walton mentioned the Board attending the City Council meeting.

B. Treasurer's Report

Concern was expressed at the percentage of the library's budget being spent, attributed it to the unanticipated cost of the elevator repairs. Clarification was requested by Walton in regards to the Cherinsky Expenditure. Lewis stated that the bequest was provided by Helen Cherensky and was specified to be utilized by the Youth Department. Guyman further clarified that the donation was specified to be used by the Youth Department and that it was not intended to be used on operational expenses but rather for supplemental expenses.

President Walton asked if the Cherensky fund was collecting interest. Guyman stated this will be looked into further.

C. Adult Services Report

Concern was expressed about not knowing about events.

D. Youth Services Report

Cyburt noted that the Pathfinder event was not included in the Youth Services Report. Lewis asked what the Bubble Show included. Guyman clarified what that event involved. Walton asked about further details of the grant awarded to the Youth Department. Guyman specified that the grant was for early literacy and will be incorporated into storytime and used to supplement reading comprehension.

Cyburt stated that many of the events are outdated and low attendance, said we need to adapt our programming for children's interest. Inquired into a youth book club, Guyman stated no there is no book club, that there is no base for a book club, that the movies were intended as a draw to then evolve into a book club, movies were chosen that were inspired by books but it is difficult to get children to be involved in movies, much less get a group of students to join a book club. Cyburt suggested having books that are unconventional as a solution, such as comic books or manga, Guyman responded that there is some hesitation on the part of parents towards these materials, that they are often misunderstood as not real reading. Experiences of reading comic books were shared throughout the group.

E. Circulation Report

Watson noted that reference questions were up this month compared to last month, he noted that computer use is down compared to last year. Todd explained that at home digital usage of computers is up. Cyburt noticed that usage is overall consistent, though that patron count is up.

F. Director's Report

1. Beginning with Staff Reports, Guyman would like to hire a replacement Youth Services position at 15 hours per week, which would amount to two full days. Lewis questioned if this was sufficient staffing. Guyman stated that it's not ideal, what would be a beneficial solution would be to hire a full time Youth Services

Librarian but is unsure if the budget as it stands would allow for that. Guyman would also like to introduce a new position of Student Liaison which would serve as a bridge between Harper Woods High School. Guyman does not anticipate the position exceeding 8-10 hours per week.

2. **Building Updates:** The AC Units are currently not fully functional, the units themselves require work, though the control system that operates them needs to be replaced. Lewis asked if there were any road blocks to getting the HVAC addressed and if this was already budgeted for. Guyman responded that it has not specifically been budgeted for, though there are funds still available in the building maintenance line item. There will likely need to be a budget amendment for the two control systems repair. Todd suggested addressing these issues through the creation of a Strategic Plan, she stated that the units are visibly declining and suggested replacing two units per year. Lastly, the new Toshiba is being delivered on Monday which will be more accessible.
3. **Michigan Access Pass:** Guyman provided an updated usage report for the MAP.

V. ONGOING BUSINESS

VI. NEW BUSINESS

Home Delivery Services - Guyman explained that this program was in place roughly a decade ago and that it was retired though the demographics have changed since that time and the need has been articulated by the community. Guyman explained that quadrants of the city would have a monthly pick-up and drop off of requested books. Books could be requested via phone or via Vega. The program is intended for those who are home bound whether from a long or short term disability, patrons will be required to fill out a form which has a third party verify this disability. The verbiage has been deemed lawful and is structured to be non-invasive. Lewis asked how homes would be selected to be eligible for this service. Guyman stated that the program would be advertised and it would be up to the patrons to contact the library to enroll in the program. Walton asked if this was free of charge. Guyman replied that yes it would be free of charge. For the program we will need to purchase weather-proof bags for pick-ups and drop-offs.

VII. CALL TO AUDIENCE

Charles Perry was in attendance, stated he just joined the Friends of the Library and explained that he's been involved with the library for a long time and has lived in Harper Woods for his entire life. Laura McCort was also in attendance and had a question and a comment. She asked who is the person in charge of the puppet program? Guyman clarified that the puppet program would be a passive program and that the launch of the program would likely have a specific program in coordination with the Detroit Puppet Theater. McCort responded that DIA also has a huge puppet collection and suggested exploring that option to promote the library.

VIII. CALL TO BOARD

Lewis stated that he felt very optimistic about the future of the library. Walton concurred. Meeting Adjourned at 8:03 PM.