

Harper Woods Library Board of Trustees Meeting
Thursday, February 9, 2017

1. Call to Order at 7PM by Board President, Frank Sosnowski
Present: Ron Kangas, Vice President, Mary Beth Kane, Treasurer, Elizabeth Campion, Trustee.
Kristen Valyi-Hax Library Director
2. Approval of Meeting Agenda: Elizabeth Campion made a motion to approve the agenda. Motion seconded by Mary Beth Kane. All in favor.
3. Approval of Meeting Minutes from January 19, 2017. Suggestions made to change the wording in the last sentence in section 5. A. Elizabeth Campion made a motion to approve the Minutes including the amended section. Mary Beth Kane seconded the motion. All in favor.
4. Reports:
 - A. Board President's Report. Frank has visited the library weekly and Kristen Valyi-Hax has kept him informed of goings-on within the library.
 - B. Treasurer's Report submitted on paper
 - C. Staff Reports submitted on paper. The director had a few additional notes not included in her report shared orally. They included:
 1. Staff encouraged several people to apply for the open seat on the Library Board of Trustees. So far one person has applied. City Clerk Leslie Frank is setting up an interview.
 2. The library received a certificate in the amount of \$8140.57 from ServPro as a Finder's Fee. This will be used for cleaning the library windows this spring.
 3. The Harper Woods Library portion of the Suburban Library Cooperative Centralized Purchasing that needs to be spent this year is \$4,413.29. The library will use these funds for necessary computer upgrades. If there is any left over, there are many options for where to spend the money.
5. Ongoing Business
 - A. Strategic Plan
 1. Kristen Valyi-Hax continues to read a book on Strategic Planning for libraries. She also shared copies of the previous Strategic Plan that expired in 2013.
 2. Elizabeth Campion shared demographic statistics gleaned from the Business Decision database.
 3. Frank Sosnowski expressed concern that the previous strategic plan was too general and did not reflect the work that had gone into it. Kristen Valyi-Hax suggested that a strategic plan should be closely followed by an Implementation Plan to lay out specific ideas and goals. The Implementation Plan could be updated annually or as needed.

4. Kristen Valyi-Hax encouraged board members to look for Strategic Plans that we like and have a useable framework for the Harper Woods Public Library.
5. Frank Sosnowski inquired about the creation of Focus Groups. It was noted that the library survey conducted in 2016 gives valuable information that could be used in lieu of Focus Groups to start although Groups could be formed later as needed.
6. New Business
 - A. None
7. Call to Board. Ron Kangas suggested that staff members who had reached significant milestones in years of service should receive certificates and pins or awards. Kristen Valyi-Hax shared that she gave monetary gifts and personal cards to those staff members who achieved these significant milestones.
8. Public Comment: No public
9. Adjournment: 8:09 PM by Frank Sosnowski