

**Harper Woods Library Board Meeting**  
**19601 Harper Woods, MI**  
**Thursday, March 21, 2024**

1. **Call to Order** by Eric Walton, Board President at 7:03 pm. Present: Vice President, Mary Beth Kane; Treasurer, Melissa Henry; Trustee, Bobby D. Lewis; Director, Kristen Valyi-Hax.  
Absent: Trustee, Malika Williams
2. **Approval of Meeting Agenda.** Motion to approve by Mary Beth Kane and seconded by Bobby D. Lewis. Motion approved.
3. **Approval of Minutes:** Motion to approve minutes from January 18, 2024 meeting by Mary Beth Kane and seconded by Eric Walton. Motion approved.
4. **Reports**
  - A. **President's report:** Eric read out the library's mission statement, and asked each attendee to think about what their mission was. Eric attended a training session sponsored by the Suburban Library Cooperative about how to successfully hold a board meeting. He noted that he learned many things, including that meeting minutes should be about what is done, not what is said, that notes can be subpoenaed, and public comments during meetings should be held to two or three minutes. He met with Kristen to prioritize work to be done in the building. He has been checking in weekly with her.
  - B. **Treasurer's report:** Melissa Henry expressed concern about how the library board is being circumvented when it comes to the library's budget. She reviewed both the city's ordinances and the library's bylaws which describe the library board's responsibilities regarding the budget.
  - C. **Suburban Library Cooperative Representative Report** – The Suburban Library Cooperative has hired a part-time marketing person, and is looking to rebrand the SLC logo.
  - D. **Staff report** – Given on paper. Kristen noted that the library has selected Saturday, September 28 for the 60<sup>th</sup> Anniversary celebration.
5. **Ongoing Business**
  - A. **Lower Level Update** – Kristen noted that with the cleaning set to be voted on at this board meeting, that she is hopeful to re-open the lower level in mid-April. Some staff and volunteers have been going through boxes to find items to display at the 60<sup>th</sup> Anniversary celebration.
  - B. **Teen Area Electric Fixture** – Kristen had a successful meeting with Chris from Safety One Electric. She showed him the current setup and he confirmed that the lighting track that was installed in 2005 is out of date. She will work with him to get the lights replaced.
6. **New Business**
  - A. **New Copier Lease** – Kristen included in the board packet the proposals from three copier companies to replace the three photocopiers in the library. Kristen recommended that the library board select the proposal from Toshiba since they came in at the lowest

price and this is also the company and representative that the city offices use. Eric Walton made a motion to select the proposal from Toshiba for 3 leased copiers at a cost of \$298 per month, seconded by Melissa Henry. Motion carried. Melissa Henry and Bobby D. Lewis asked if Kristen could ask the Toshiba representative about the possibility of having card readers installed, possibly replacing the current coin machines.

- B. New Library Board Member** – The library board welcomed Bobby D. Lewis as the new board member. Bobby D. Lewis noted that he is here to serve and has always seen libraries as a safe place. He is a retired financial analyst and currently is a real estate broker and developer. The board members introduced themselves to him.
- C. Vent Cleaning Proposal** – The library staff noted that the vents contained dust and drywall dust left over from the remediation work done in the lower level. These ducts and vents have also not been cleaned to anyone’s knowledge in the years since the 2005 remodel. The library board reviewed two proposals to have the ductwork and vents cleaned. Eric Walton made a motion to accept the quote received from Modernistic in the amount of \$4975, seconded by Mary Beth Kane. Motion carried.
- D. Lower Level Carpet/Upholstery Cleaning Proposal** – The library’s carpet and upholstery has not been cleaned since 2020, and it needs to be done, especially considering the work done in the lower level. The board reviewed two proposals for the lower level’s carpets and upholstery to be cleaned. Mary Beth Kane made a motion to accept the quote made from Modernistic in the amount of \$1306.28, seconded by Melissa Henry. Motion carried.
- E. Upper Level Carpet/Upholstery Cleaning Proposal** – The library’s carpet and upholstery has not been cleaned since 2020, and it needs to be done. The board reviewed two proposals for the upper level’s carpets and upholstery to be cleaned. Melissa Henry made a motion to accept the quote from Modernistic in the amount of \$2270.76, seconded by Eric Walton. Motion carried.
- F. Policy Subcommittee Meeting** – Kristen suggested a meeting for the Policy Subcommittee to review some policies that have not been reviewed in quite some time. The members agreed, and Kristen will send out some suggested dates and times next week.

- 7. **Call to Public** – Dawn Drozd from the League of Women Voters thanked Kristen Valyi-Hax for her participation in a recent event titled “The Battle for Ideas: Inside Schools and Libraries’ Response to Book Bans.” It was a well-attended event.

Suzanne Kent asked for the staff members who are present to be introduced to Bobby D. Lewis, the new Library Board member.

- 8. **Call to Board** – Eric Walton stated that he wanted to remind everyone that the library board is a volunteer position. He noted that the board members are allies not opponents.

Melissa Henry noted that after reviewing the City Code that the library board is supposed to have exclusive control of the library’s budget.

- 9. **Adjournment** – Meeting adjourned at 8:10 pm.