

**Library Board of Trustees Meeting**  
**Thursday, August 18, 2022 @ 7 p.m.**  
**19601 Harper Ave., Harper Woods, MI.**

1. Call to Order by Elizabeth Campion, Board President at 7:02 pm. Present: President, Elizabeth Campion; Vice President, Eric Walton; Treasurer, Mary Beth Kane; Trustees, Veronica Salciccioli and Frank Sosnowski; and Director, Kristen Valyi-Hax
2. Approval of Meeting Agenda. Motion to approve made by Veronica Salciccioli and seconded by Mary Beth Kane. Motion carried
3. Approval of Minutes from June 16, 2022. Motion made to approve the minutes of 6/16/22 with corrections by Mary Beth Kane and seconded by Veronica Salciccioli. Motion carried.
4. Reports
  - A. Board President's Report: Elizabeth Campion attended "National Night Out" with Kristen Valyi-Hax. The library had a table at the event and there was a decent turnout.
  - B. Treasurer's Report: We are really on track with our budget. Library staff have not been ordering many children materials due to lack of shelf space upstairs. Once the basement is rebuilt, the library will have to hire more people. Donations are also higher this year.
  - C. Staff Reports: Submitted on paper.
  - D. SLC Representative – There were no recent meetings of the Suburban Library Cooperative.
5. Ongoing Business
  - A. Lower Level Update: We had a walk-through on August 8, 2022. Representatives from five companies came to the library. They all received copies of the blueprint of the library's lower level. Bids are due on September 8 by 3pm, and they will be opened at 3:40pm at the city's Kelly Road location (20010 Kelly Rd). The lowest responsive bid will be selected.
  - B. Courtesy Cards for Students: Veronica and Kristen will try to meet with the teacher Karen Ridgeway to discuss this.
  - C. Transition to New Library System: The Suburban Library Cooperative is transferring to a new Library Computer System in September. We expect to go live on September 22. Kristen will create handouts and will post information for Harper Woods residents.
6. New Business
  - A. Youth/Teen Librarian: Alicia Hilgers, the last youth librarian has left. We are struggling with hiring and retaining youth librarians, and this likely has to do with the fact that it is a part-time position with low pay compared to other libraries. Kristen will post the position and try to come up with a strategy.

B. Change October Meeting Date?: Kristen requested that the October board meeting date be changed from October 20 to October 13. This would allow her to attend the Michigan Library Association Annual Conference. Mary Beth Kane made a motion to change library board meeting date, seconded by Veronica Saliccioli. Motion carried.

C. Close for a Staff Training Day in September?: Kristen requested that she be allowed to close the library for one day in September for staff training before we go live with the new system. She is not yet sure of the date, but it will be after the online videos are created.

D. Broken Window: There is another broken window. Kristen did have a vendor come to look at it but she has not heard a response. She reached out to the company that originally installed the library's windows but she hasn't heard back from them. She will continue to work to find a vendor who can match the blue film that is on the outside of the windows.

E. Challenged Materials: Given the current challenges to library materials – and especially with the residents of Hudsonville, MI electing to stop funding their library over LGBTQ+ materials – the staff and board of Harper Woods Library need to make sure the library's policies are current and they are keeping an eye on this issue.

F. Trustee Manual Chapter 12: Continuing Education, Resources, and Support: The board reviewed this chapter and affirmed the importance of making sure that the board and staff are regularly looking for opportunities to learn more about what is happening in the library field.

7. Call to Public: None

8. Call to Board: None

9. Adjournment at 8:22 pm by President Elizabeth Campion.