

Harper Woods Library Board Meeting
19601 Harper Woods, MI
Thursday, August 15, 2024

1. **Call to Order** by President, Eric Walton at 7:00 pm. Present: Vice President, Mary Beth Kane; Trustees, Malika Williams, Bobby D. Lewis; Director, Kristen Valyi-Hax.
2. **Approval of Meeting Agenda.** Motion to approve by Mary Beth Kane, seconded by Malika Williams. Motion carried.
3. **Approval of Minutes:** Motion to approve minutes from June 20 meeting Mary Beth Kane, seconded by Malika Williams. Motion carried.
4. **Reports**
 - A. **President's report:** Eric Walton says Thank you to the staff for the work they do. He has a friend who likes the programs that the library is offering, and it is nice to see programs being offered again.
 - B. **Treasurer's report:** Submitted on paper. Kristen was asked about the Repairs and Maintenance Line item. She noted that while that line item was over budget, the Professional-Contractual line item was very low. She will ask the treasurer if more invoices should fall under the Professional-Contractual line item instead.
 - C. **Suburban Library Cooperative Representative Report** – No official meeting could be held because the group didn't have a quorum. SLC showed their new branding and logo.
 - D. **Staff report** – Submitted on paper. Kristen included two quotes from OTIS. One stated that the elevator's LVM 211 control was obsolete. A quote to replace it started at \$20,790. Also, the State of Michigan changed a feature of the Elevator Code. Elevators must have a door lock monitor. According to the document Kristen shared, it is supposed to take effect in 2025. The cost from OTIS would be \$19,800. The Board instructed Kristen to reach out to the City's building department as well as with a state elevator inspector for more information.
5. **Ongoing Business**
 - A. **Library Board Responsibilities Clarification** – Kristen shared a document that she received from John Szymanski that noted that the Library Board is included with the City's liability coverage against lawsuits. The Board also noted that they want to make sure that its name matches with the State law and local statute as being a Library of Directors instead of a Library of Trustees. They will vote on this at the next meeting.
6. **New Business**
 - A. **Window Cleaning** – Kristen submitted two proposals for having the windows in the library cleaned. The windows have not been cleaned in several years and it needs to be done, inside and outside. Because the library has a clerestory (high windows) by the checkout desk, any company coming in would need to bring a lift to get workers up there. Library staff contacted nine window cleaning companies and only two responded. One of the proposals did not include cleaning the clerestory windows. Mary Beth Kane made a motion to accept the proposal by Wilson's Window Cleaning in the amount of \$3800, seconded by Malika Williams. Motion carried.

B. Past Strategic Plan Review – Kristen had copies of the last strategic plan that the library board passed in November 2020. It was a short-term strategic plan, set up during the pandemic. The library board will begin the process of a new strategic plan in the coming months.

7. Call to Public – No public attended the meeting.

8. Call to Board – The board asked about the upcoming 60th Anniversary Celebration. They asked about what plans had been done so far. Kristen described the current plan for speeches, pictures, and refreshments. The board asked for an itinerary and a budget for the celebration.

Kristen announced that she has accepted the position as Director for the MacDonald Public Library in New Baltimore. She will work with the library to plan a smooth transition. She had not decided her specific end date but committed to at least four weeks' notice. Board members congratulated her for her new employment.

9. Adjournment – Meeting adjourned at 8:12 pm.