

Harper Woods Library Board Meeting
19601 Harper Woods, MI
Thursday, September 21, 2023

1. **Call to Order** by Eric Walton, Board President at 7:02 pm. Present: Treasurer, Veronica Salciccioli; Trustee, Malika Williams, Melissa Henry; Director, Kristen Valyi-Hax.
Absent: Vice President, Mary Beth Kane
2. **Approval of Meeting Agenda.** Motion to approve by Veronica Salciccioli and seconded by Malika Williams. Motion approved.
3. **Approval of Minutes:** Motion to approve minutes from August 17, 2023 meeting by Malika Williams and seconded by Veronica Salciccioli. Motion approved.
4. **Reports**
 - A. **President's report:** Eric did not have a chance to meet with Kristen this month.
 - B. **Treasurer's report:** The board reviewed the Revenue and Expenditures report. They asked for a few budget lines to be clarified.
 - C. **Suburban Library Cooperative Representative Report** – Eric reported that SLC is looking to hire a marketing/graphic design employee. They plan for it to be a 30-hour/week position, at a rate of \$30/hour. This person will help all of the SLC libraries with their graphic design needs.
 - D. **Staff report** – Given on paper.
5. **Ongoing Business**
 - A. **Lower Level Update** – The juvenile area is nearly done. Organizing the Community Room and the Heritage Room are challenging because there are a lot of items that were stored in the electric room that need to find a new place for. Kristen stated that the juvenile area will open on October 12 and that the other 2 rooms can be opened later.
 - B. **Courtesy Cards for Students** – One of the challenges of offering courtesy cards for non-resident Harper Woods students is how to ensure that they actually go to HW schools. After talking with reading specialists at the two elementary schools, Kristen had the idea to get a list of teachers at the elementary schools. When the students come in, library staff could find out what grade the child is in and who their teachers are.
 - C. **2023 Millage** – The board discussed reaching out to the Friends of the Library for ideas for the upcoming millage.
6. **New Business**
 - A. **Teen Area Electric Fixture** – Kristen is going to reach out to one of the electric repair companies that the city works with to investigate getting new fixtures or a new lighting track. The current fixture is nearly 20 years old, and the lights are burnt out and/or

difficult to change. Kristen got a shock while trying to change one of them, and would like something easier to maintain.

B. De-Accession of Non-Harper Woods Artifacts from the Heritage Room – Many of the items that are in the Heritage Room have nothing to do with the City of Harper Woods. The new focus of the Heritage Room will be on documents, photos, and maps, making it more of an archive than a museum. Kristen will write up a policy for the board to approve that will deal with the fair and proper de-accession of non-Harper Woods items while preserving the items that are important to Harper Woods' history.

C. October Meeting Date – Kristen requested that the October 19 meeting date be moved to October 26 since she will be attending the annual conference of the Michigan Library Association. Veronica Saliccioli made a motion to approve the change, seconded by Malika Williams. Motion carried.

7. **Call to Public** – None.

8. **Call to Board** – None.

9. **Adjournment** – Meeting adjourned at 8:17 pm