

**Harper Woods Library Board of Trustees Meeting Minutes**  
**19601 Harper Woods, MI**  
**Thursday, February 20, 2025**

1. **Call to Order** by President, Eric Walton at 6:58pm. Present: Trustees, Mary Beth Kane Makenna Holman; Trustee, Bobby D. Lewis. Interim Director, Sue Todd.
2. **Approval of Meeting Agenda.** Motion to approve by Makenna Holman, seconded by Bobby D. Lewis. Motion carried.
3. **Approval of Minutes:** Motion to approve minutes as amended from December 19 meeting by Bobby D. Lewis, seconded by Mary Beth Kane. Motion carried.

**4. Reports**

- A. **President's report:** Question about the hiring process. Was informed of the furnace issue and was glad the necessary repairs were made.
- B. **Treasurer's report:** Accepted
- C. **Adult Services report:** December, 2024-January, 2025 Accepted. Would like to see extended hours to host programs in the evening.
- D. **Youth Services report:** December, 2024-January, 2025 Accepted. Like the variety of programs being offered.
- E. **Suburban Library Cooperative Representative Report** – No Report.
- F. **Director's report**
  1. **Furnace Update:** 1 furnace out of 8 was working. All 8 furnaces are functioning. We will need to service Air Conditioning unit in the spring.
  2. **Electrical/Lighting Update:** Need service on several lights in the library. Also, the control panel for the lights and the individual switches need repair.
  3. **Window Update:** Replaced one window pane. Cannot get the same color as the original glass. Pane was replaced.
  4. **Elevator Update:** Need to find out why during a routine inspection, the inspector did not test the battery or replace it during scheduled maintenance.
  5. We have four applicants for the director's position. The first interview will happen on Wednesday, March 12 with a panel of library directors. The second interview will be with library trustees.
  6. **MiLibrary Card Update:** Patrons are taking advantage of registering their cards at the Harper Woods Library.
  7. **Seed Library:** We will be repurposing a card catalog for this new collection. Eric mentioned National Kidney Foundation has a program called My Garden. Teach children how to plant. Makenna mentioned putting directions on packets so patrons know when and how to grow vegetables/flowers.

**5. Ongoing Business**

- A. **Elevator** Tabled until the February meeting.
- B. **Library Director Interviews** will happen on March 12.

**6. New Business**

**A. Trustee Apps:** Will ask city hall if there are anyone has applied to fill the vacant position.

**7. Call to Public** – None

**8. Call to Board** – Makenna is concerned that patrons do not have the opportunity to go to programs because they work during the day. The library will consider staying open later one evening to accommodate this request. She also requested that a training session for the Libby App. Eric mentioned the Library of Things being offered by SLC. He would like to see the library promote these items. Concern about negative comments made by staff/resident on Facebook was brought up. Bobby requested minutes at least one week before meeting. He also wanted clarification of length of meeting agendas. The agenda was longer this month because a lot was going on with the building, staffing and going over December and January packets. Concern about format of reports. Todd will look into it.

**9. Adjournment** – Mary Beth motioned for the meeting to be adjourned at 8:33. Makenna supports.

Respectfully submitted by Sue Todd