



**HARPER WOODS PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES**

Thursday, February 12, 2025 at 6:00 PM

PRESENT:

President	Makenna Champney
Vice-President	MaryBeth Kane
Trustee	Andrew Cyburt
Library Director	Kelly Guyman

ABSENT:

Trustee	Eric Walton
Treasurer	Bobby D. Lewis

I. CALL TO ORDER

President Champney called the meeting to order at 6:26PM.

II. ADOPTION OF AGENDA

Guyman requested the addition of an item to the agenda: Policy Proposal under Director's Report. Vice-President Kane made a motion to approve the addition to the agenda, Cyburt seconded the motion.

Vice-President Kane made a motion to adopt the agenda, seconded by Cyburt.

III. APPROVAL OF MINUTES

Vice-President Kane made a motion to approve the minutes from January's meeting, seconded by Cyburt.

IV. INFORMATION REPORTS

A. President's Report - In lieu of a late start, President Champney elected to not conduct a formal report.

B. Treasurer's Report - With Treasurer Lewis absent, the Treasurer's report was not formally conducted. Cyburt requested alternating highlighted backgrounds for future budget reports for ease of reading. Champney inquired into a charge in the dues and fees line, Guyman answered that a significant portion of that charge consisted of dues to the Suburban Library Cooperative.

C. Adult Services Report - Guyman reported events are middling, though the newly

added Grief Support Group is well attended. Book Club attendance dropped and the Pewabic Pottery event was not well attended, these instances were likely due to significant snowfall and below freezing temperatures.

Outside of events the Adult Reference Librarians have been hard at work weeding the non-fiction collection as nearly half of the books in the collection have not been circulated once in the last ten years. This effort will result in the opportunity to have more dynamic displays and make relevant, desired materials more readily accessible.

Champney asked a follow-up question regarding the non-fiction collection, asking if the weeded books could be sold. Guyman responded that it depends on the material, the majority will be put in the book sale, though some materials are so outdated and irrelevant that they will simply be recycled.

D. Youth Services Report - Guyman reported that the Youth Department is just doing ridiculously well. Storytime continues to perform well, Nicole, Emma and Karen stepped into facilitating the program while our primary storytelling Youth Librarian was out. Though Homework Help is not performing well, there continues to be low or no attendance. In contrast to the prior year where the program was booked out for three months at a time. Guyman believes this is likely due to the program having been started in the fall previously, versus having started the program in the winter where students' routines for the school year have likely already been established.

The puppet show was incredibly well attended and the Nintendo Switch Night has been gaining momentum.

E. Circulation Report - Numbers are nearly all down though just nominally, again Guyman credits this slump to the intensely cold weather and snow that persisted throughout the month of January.

F. Director's Report

1. Staff Report - Vice-President made a motion to enter into closed session to discuss personnel developments, seconded by Cyburt.
2. State Aid - Guyman relayed that the State Aid Report for the Harper Woods Public Library was submitted and attached a copy of the report for the board to have a better understanding of what the report entails. Guyman emphasized the proposal to reroute funding for Penal Fines to Trial Courts, which would jeopardize State Aid for libraries.
3. Insider Submission - Guyman provided the library's submission to the Insider for April - June in order to illustrate the advanced planning needed for event preparation. Guyman highlighted that she was particularly excited about the Detroit Repair Cafe's visit in May and the Hamtramck History event with pierogies.
4. Policy Proposal - Guyman went to the SLC Director's meeting earlier that day and some libraries have been facing issues regarding AI generated materials. Guyman proposed the following addition: The Harper Woods Public Library has determined that materials generated by Artificial Intelligence are incongruous to the library's mission and will therefore not knowingly incorporate any such materials into our collection.

V. ONGOING BUSINESS

- A. Building Maintenance - The work with Johnson Controls has encountered a bit of a hitch, they began to remove all of the lighting switches in the lower level when it was expressly stated that was one of the functions we wished to maintain. Guyman reported that she unfortunately had to request the work to halt, a meeting with the project manager who conducted the initial site visit is scheduled for later in the week. Lastly, regarding building maintenance the refund from Otis was finally received earlier in the month which amounted to over \$15,800.
- B. Library of Things - Guyman reported that the collection had a few new items added, including a Tonie Box, a T-84 Graphing Calculator, and a Bee Bot. A few more tools will be added in the spring. We are also in the process of applying for a makerspace grant.
- C. Heritage Room - The project is continuing, there are over 100 boxes to process. Essentially, this consists of determining if items are relevant to our collection, another archive or not at all, then placing them in groups and assigning them subject headings.
- D. Strategic Plan Activity - Activity postponed due to absences. Activity will resume in March.

VI. NEW BUSINESS

VII. CALL TO AUDIENCE

No audience in attendance.

VIII. CALL TO BOARD

President Champney expressed excitement about the library and voiced appreciation for staff and the Board's hard work.

Vice-President Kane stated that she is optimistic about improvement.

Cyburt elected to not make a statement.

IX. ADJOURNMENT

Meeting Adjourned at 7:05pm

Submitted by Library Director, Kelly Guyman