



**HARPER WOODS PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES  
Thursday, January 15, 2025 at 7:00 PM**

**PRESENT:**

President	Makenna Champney
Vice-President	MaryBeth Kane
Treasurer	Bobby D. Lewis
Trustee	Andrew Cyburt
Library Director	Kelly Guyman

**ABSENT:**

Trustee	Eric Walton
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**I. CALL TO ORDER**

Vice-President Kane is functioning as facilitator of the meeting and called the Meeting of the Harper Woods Public Library Board to order at 7:01PM.

**II. ADOPTION OF AGENDA**

President Champney called for an adoption of the agenda, Treasurer Lewis seconded the adoption of the agenda.

**III. APPROVAL OF MINUTES**

Having read through the minutes Treasurer Lewis made a motion to approve the December minutes, seconded by Champney.

**IV. INFORMATION REPORTS**

A. President's Report - Relayed through Guyman, Chamney wanted to share that she completed the Suburban Library Cooperative's Passport Program, visiting all 21 libraries. Champney conveyed she is excited to hear board member's mission and vision statements.

B. Treasurer's Report - Lewis stated that the report signaled that the end-of-the-year report conveyed that we were in good shape and that he was interested to see what the budget would look like next month.

C. Adult Services Report - Guyman reported that December programming in particular did very well with 27 attendees at the Motown event and over 40 at the ornament event. Other ongoing programming continues to be steadily attended. A new program called Grief Work, which is run by a licensed social worker, was introduced and

will run every second Tuesday. Guyman also reported that social media presence is growing, that reels have been incorporated and are proving to increase followers, though there are some reservations that the numbers will translate to increased usage of library services. Question was posed if we could expand to TikTok, Guyman stated that we could though it might not be for a few more months until that is feasible.

D. Youth Services Report - Guyman reported that the Youth Department continues to do incredibly well. The Santa visit was well attended and Storytime in its current time slot continues to perform well. All Take-and-Makes were distributed in December.

E. Circulation Report - Numbers are generally up, though reference was down a bit which Guyman attributed to the rough bouts of inclement weather.

F. Director's Report

1. Staff Report - Vice-President Kane made a motion to enter into a closed session, Treasurer Lewis seconded this motion. Closed session entered at 7:43pm.
  - a. Investigatory Report - Discussed, board considered letter submitted by staff member and concluded the issue was outside of their purview.
  - b. Staff Updates - Hours for part-time staff are up and the budget will need to be adjusted accordingly.
2. Policy Additions - With the Library of Things having been launched, new policies were introduced for these items. They are consistent with previously approved policies in place for hotspots and laptops. Cyburt inquired into the timeline on the 3D printer, Guyman replied that the printer would likely not be part of the Library of Things but rather be incorporated into a Makerspace.
3. Hoopla - Guyman reported that Hoopla is live and stated that patrons are welcome to check out 5 items per month. Champney asked if the check outs were per household or per card, Guyman responded that they were per card.

V. ONGOING BUSINESS

- A. Building Maintenance - The refund check from Otis totalling \$15,800 is impending and should be sent in the next week or so. Johnson Controls is scheduled to come out on January 28th, the work is anticipated to take 3-5 days. It will not impact operations, they are aware of the exterior lighting issue and are confident that it will be resolved.
- B. Library of Things - Guyman reported that the collection is doing well, though states that it will likely be a matter of getting the word out so the community is aware of the service.
- C. Hours of Operation - At the request of board members for extended evening hours, Guyman proposed altering the library's hours of operation in the summer, as well as the regular hours of operation. Starting after Memorial Day the summer hours will be The hours will be:

Summer Hours

Monday–Wednesday: 12:00 PM – 8:00 PM

Thursday–Friday: 10:00 AM – 5:00 PM

Saturday–Sunday: Closed

Regular Hours Regular Hours (Fall - Spring)

Monday–Wednesday: 11:00 AM – 7:00 PM

Thursday: 10:00 AM – 5:00 PM

Friday–Saturday: 10:00 AM – 2:00 PM  
Sunday: Closed

- D. Strategic Plan Activity - Champney put together a prompt for board members to articulate 18 goals that they would like to achieve within their roles. Included in the document are general reflections, personal goals, professional goals.

In the previous activity the group had identified the who, what and how the task is to utilize those answers to craft our mission and vision statements. Kane shared her mission statement. Champney encouraged everyone to take the statements home and email their statements to her prior to the next meeting, emphasizing the importance of having a strategic plan.

VI. NEW BUSINESS

- A. Rescheduling February Meeting - Proposed rescheduling February's meeting to Thursday, February 12th at 6PM. Kane, Champney, Cyburt and Lewis stated that they could accommodate that date. Champney made a motion to reschedule the meeting to February 12th at 6PM, Lewis seconded.

VII. CALL TO AUDIENCE

No audience in attendance.

VIII. CALL TO BOARD

**Kane** - Wished everyone a Happy New Year and a Happy MLK Day, encouraged everyone to stay warm.

**Lewis** - Stated it is an honor to serve on this board and to be a part of the good work that we're doing on behalf of the community. Appreciates that the activity has given him an opportunity to reflect.

**Champney** - Thanks the board for their work and expressed she was excited for the work they are going to accomplish in the year. Conveyed that visiting the other libraries within the co-op was inspiring.

**Cyburt** - Simply glad that the holidays are over.

IX. ADJOURNMENT

Meeting Adjourned at 8:11pm

*Submitted by Library Director, Kelly Guyman*