



**HARPER WOODS PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES  
Thursday, March 19 at 7:00 PM**

**PRESENT:**

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

**ABSENT:**

Trustee	Andrew Cyburt
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**I. CALL TO ORDER**

President Champney called the meeting to order at 7:01PM.

**II. ADOPTION OF AGENDA**

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

**III. APPROVAL OF MINUTES**

Vice-President Kane made a motion to amend February's minutes, by adding Trustee Cyburt as the second to the approval of the minutes. Treasurer Lewis seconded.

**IV. INFORMATION REPORTS**

A. President's Report - Champney thanked those who submitted their Mission and Vision Statements. Emphasized that in years prior the board accomplished revising the statements in a total of five meetings.

B. Treasurer's Report - Lewis asked if the report has changed since the package was distributed, Guyman answered that it had not. Concern was expressed that utilities were a cause for concern, stating that we do not have proper funding allocated to the line item, while pointing out that this could be due to seasonal fluctuations. Lewis pointed to line item 271-790-956-000 indicating that we were over budget.

C. Adult Services Report - Steady attendance across programs, no significant progress to report.

D. Youth Services Report - Guyman reported that the Youth Department continues to do phenomenal work. Monthly storytime attendance is at a consistent high and passive programming is also performing at a notably high rate.

E. Circulation Report - Most categories are up, including a significant increase in Computer Use and Reference Questions though oddly checkouts are identical to the year prior for the month of February. Decrease in Library Cards Issued and Patron Count.

F. Director's Report

1. Staff Report - Staff report conducted in a closed session.
2. Penal Fines - Guyman responded that reallocations do need to be made in coordination with the Finance Department once more bandwidth is available within the department. Guyman also shared that Wayne County supplied us with the underpaid penal fines totalling \$40,110.
3. Revisiting Library Hours - Though hours were approved to be changed from 10AM - 2PM on Fridays, Guyman proposed changing that from 10AM - 5PM year round so students will still be able to access the library after school.
4. Incidents at the Library - There have been three repeated vandalism occurrences at the library in the lower level of the bathroom. We have identified the individual and have instructed their guardian that going forward they are required to have supervision within the library. Additionally, a younger child was left in the library for long periods of time unattended. In consultation with the Youth Department and the Michigan Library Law Consultant, we decided to make an exception to our policy in this instance as the child was not considered legally abandoned and they were very thoughtful in their use of the library.
5. Policy Update
  - a. Library Code of Conduct - When a child is discovered to be unattended, library staff on duty are instructed to:  
Attempt to locate the caregiver in the library and explain the Unattended Children Policy.  
Attempt to contact a caregiver to retrieve the child if they are not on-site.  
If a caregiver cannot be located and the child is under the age of 6, or has expressed discomfort leaving the library independently, call the Harper Woods Police to take charge of the child if a caregiver cannot be located within 30 minutes or at time of closing.
  - b. Personnel Policy - Part-Time Employees - As morale is down with departures, Guyman expressed interest in incorporating a policy in which part-time employees would receive a paid day off on their birthdays, as our budget does not permit for holidays. Guyman also suggested adding Bereavement Leave for part-time employees. This leave would function identically to the current policy for full-time staff members which stipulates that only immediate family qualifies as bereavement and limits the pay to three days, with an additional two days if the funeral is over 500 miles away. The deviation from the full-time implementation would be that part-time staff members would only be compensated for their scheduled shifts. Guyman emphasized that neither change would impact the budget as she will be responsible for covering the assigned duties for the days missed. Additionally to mitigate any abuse of the policies, staff members will only be eligible for the above policies if they have passed their probationary period after hire.

V. ONGOING BUSINESS

- A. Building Maintenance - Johnson Controls has conveyed that the work will be completed between 4/2 and 4/16. Guyman also reported that the carpeting on the stairs was special ordered to match the lower level, if the carpeting arrives on time we're hoping to have it installed while the library

is closed on Good Friday. Additionally, while McCoy Maintenance did a wonderful job cleaning the windows, they were not able to access the roof to clean underneath the awning. She has scheduled powerwashers to clean that portion as well as the columns in the front. And finally, in the spirit of spring cleaning, we are working with the Friends and DPW to obtain the following for the exterior of the building: a bench, replacement garbage can and bike rack.

- B. State Aid - A brief follow-up to concerns voiced in prior our last meeting regarding State Aid and redistricting, the legislative term for the Michigan House of Representatives concerned in the 2024 FY State Report was district 11, not district 10, the report was correct.
- C. Heritage Room - As stated above an Archivist was hired to assist in processing materials in the Heritage Room. We are hoping to coordinate with the Friends to host an Antique Sale in order to remove materials that do not have relevance to the history of Harper Woods. We're hoping to set a date and advertise it in the next Insider which covers July - Aug. Though some of the larger items we have sold by the Friends, for instance the sale of seven mannequins.
- D. Strategic Plan Activity - President Champney collected and printed all statements that were submitted, clarifying that if AI was utilized those submissions could not be used. As a group we went through board members and staff submissions to decide components to utilize for new vision and mission statements.

VI. NEW BUSINESS

VII. CALL TO AUDIENCE

No audience comments..

VIII. CALL TO BOARD

Treasurer Lewis voiced appreciation for Champney's efforts and thoughtfulness in curating the activities.

Trustee Walton shared that he is glad to be back, he has been travelling with his son to determine which college he will attend in the fall.

Vice-President Kane announced that it's 50 to 46 at half-time.

President Champney reminded the board to complete their goals activity for 2026, stating that the only constant in the world is change and we must grow and change with it.

IX. ADJOURNMENT

Lewis made a motion to adjourn the meeting, Kane seconded.

Meeting Adjourned at 8:26pm

*Submitted by Library Director, Kelly Guyman*