

**Public Comment & Correspondence**

None

**Administration**

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Call to Order:

President Mary Jo Uhen called to order the regular meeting of the Library Board at 5:32pm.

Roll Call:

Present: Mary Jo Uhen, Marcia Woods, Starr Gleason, Sandy Nielsen, Nancy Conley, Jamie Halcomb, Sonja Maynard and Kathy DeGroot. Others present: Samantha Reid-Goldberg

Approval of Agenda for October 20, 2020

**Action: S. Gleason moved to approve the agenda. It was seconded by K. DeGroot. Yes: 8 No: 0. The motion was adopted.**

Approval of Minutes for September 15, 2020

**Action: N. Conley moved to approve the minutes, S. Maynard seconded the motion. Yes: 8 No: 0. The motion was adopted.**

**Finance**

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a. Treasurer's Report: September 2020

**Action: S. Maynard made a motion to approve the Treasurer's report for September, 2020. S. Gleason seconded. Yes: 8 No: 0. The motion was adopted.**

1. Review of expenditures over \$1000.
2. Grant from Oceana Community Foundation for PPE: Library applied for and received a grant from the Oceana Community Foundation for purchase of PPE.

**Personnel**

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Samantha alerted the board to the potential need for several new hires in the near future.

**Strategic Plan**

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- a. Millage Campaign
- b. Media Presence
- l. Advertisements in Hi-lites for Halloween program
- c. Establish Capital Budget

- i. Purchase of server from Branstrom Endowment

**Action: K. DeGroot moved to approve money from the endowment for purchase of server. It was seconded by J. Holcomb. Yes: 8 No: 0. The motion was adopted.**

- ii. Ancestry.com Smith Family Endowment – need motion

**Action: K. DeGroot moved to approve money from the endowment for renewal of Ancestry.com. It was seconded by S. Maynard. Yes: 8 No: 0. The motion was adopted.**

- d. Evaluate Policies and Hours
- i. COVID response

**Action: K. DeGroot moved to approve Employee COVID response as presented. It was seconded by S. Maynard. Yes: 8 No: 0. The motion was adopted.**

- i. Meeting rooms : will continue to adhere to state guidelines for time being.

- f. Programming
- i. See Director's Report

**Director's Report**

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- a. October Events: Library is having a Halloween carnival and a Trunk-or-Treat event on October 24. We are having a reading contest for kids, and a pumpkin decorating contest for teens leading up to the event. We are giving out prizes for best trunks as well.

- b. Photo Contest: We will be holding the “Way I See It” Hesperia area photography contest again during the month of November.
- c. Website: I partnered with the Library of Michigan for a ploud subscription (at 45% of the normal cost) and their assistance in re-doing the website. They are onboarding and training us the beginning of December and we will begin building the new site ASAP after that.
- d. 2020 In-Service: County in-service was cancelled, we held our own meeting at the library and discussed issues with staff. As a result, we will be weeding the DVD and CD sections, relocating them and moving some shelving around to accommodate the large-print books. This should alleviate space issues in the DVD section, the audiobook section and the Large Print.
- e. Audit: Completed on Weds/Thurs of last week
- f. Veggie Van: Spectrum Health brought the veggie van to the library parking lot on 10/15. They definitely had the weather against them, as all the volunteers were bundled up. It went well, and a representative from Spectrum Health would like to host another similar event at the library in November.
- g. State Aid: The FY21 State budget reflects a \$1,000,000 increase for State Aid to Libraries.
- h. State Aid Report: I am plodding along. There are new COVID questions as well as some misplaced data from previous directors but I am working with the state and we are getting it all figured out- so no worries!

#### **Discussion**

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Board agreed to personal donations to the HCL endowment fund on behalf of former board member Lynn Rumsey.

#### **Adjournment**

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**Action**: K. DeGroot moved that the meeting be adjourned at 6:05 pm. M. Woods seconded the motion. Yes: 8 No: 0. The motion was adopted.

#### **Recorded by:**

S. Nielsen, Secretary