

Mendon City Library Board Meeting

DATE: JULY 29, 2021

Attendees

Library board members: Millie Smith, Mary Heers, Lisa Robins, Ron Campbell. Library director: Heidi Taylor. Friends of the Library President: Gary Pence. Community Member: Janelle Simmons.

Director's report

Heidi reported that the library circulation is continuing to increase. July checkouts were 1,602, including items checked out from the library and through Libby/Overdrive. Heidi said the Libby/Overdrive circulation has been increasing since COVID with 578 checkouts in July. The library had 766 patrons enter the facility in July. The library issued eleven library cards in June.

The Mendon City Council approved hiring a third staff member, called a library page. The new position will be paid \$8 per hour, and the person will work 25 hours per month. A private donor paid \$3000 to cover the wages of the new position. Candidates will be interviewed by Ron, Mayor Ed Buist, Heidi, and possibly Traci Hillyard, as outlined by the library bylaws for hiring employees.

Heidi said that she and Ron are working on a proposal for the city council for replacing the Coppermill chairs with some that fold and can be stored on a cart. Mayor Buist would like to retain 10 Coppermill chairs for the city council meetings.

The board discussed the piano and its placement. Heidi would like to see the piano moved to the Mendon Station. A drawback is that the city charges a fee to use the station, so piano teachers would have to pay to hold a recital. Heidi doesn't feel the library has the ability to accommodate recitals, especially when they occur during library hours. She said the recitals disrupt the library, and the children of attendees make messes with the books, which is stressful for the staff. However, she acknowledged that the building was built with the intention of being a community event center as well as a library. Lisa suggested that a piano teacher could pay a fee to use the library after hours and that fee could go towards paying the librarian to stay longer. The fee would be less than the cost to rent the station. Heidi was also concerned about who should pay to tune the piano. Millie mentioned that perhaps we could have a ramp built for safely moving the piano to the stage. The issue was tabled for future discussion.

Heidi is adding Gary to the library bank account. Heidi handed out a document that showed a summary of the Friends fundraising efforts. She reported that the Friends raised almost \$5000. With a private donation of \$3000 and other fundraising efforts, the library met its goal of fundraising \$25,000 and will receive the matching \$25,000 from a private donor. The Friends and library staff would like to get corporate donors. Heidi asked for help making a list of businesses in Mendon, so the library can reach out to them and see if they would be interested in making a corporate donation of \$5000 or more.

The Friends of the Library has asked the board to help recruit members. Jackie Hinnen and Greta Anderson are at risk of burning out, and all the Friends are feeling overwhelmed. The library handed out information about the Friends of the Library at the parade and have been requesting help on the library's social media pages. Janelle said it can be hard for community members to commit to the Friends of the Library (or even the library board) when you don't understand how much time you are committing. The board discussed how to better let community members know about the Friends of the

Library and library board positions and what is incumbent in fulfilling those jobs. Heidi suggested having a Friends of the Library and library board open house on a Thursday evening in September. Anyone interested in supporting the library is welcome to attend, and the open house will have tables with information about the different organizations.

Heidi said that she and Jessica plan to close the library for a week in August because they have exceeded their hours. Mary (and others on the board) were very concerned about that announcement. Mary said the primary focus of the library should be to be open for patrons. Everything else is extra.

Heidi would like Kinley Hyatt and McKenzie Martin as the two teen library board members. Mary suggested that we take Heidi's recommendation and move forward and invite the teen members. The library board voted unanimously to change the library bylaws to state that the teen library board members must be 12 years or older. The previous bylaw said the teen library board members must be 16 years or older.

The board approved adding two new adult board members, and Mary will extend an invitation to Janelle Simmons and Lisa Puga. If the new board members accept, they will write a short paragraph, addressed to the city council, stating their desire to join the library board, and Ron will present their names at the next city council meeting on August 12. Ron will add board member approval to the city council agenda.

Heidi said that the library has 13 volunteers, and she is very grateful for their continued help.

Budget update

Heidi proposed amending the budget to include attic shelving for storing programming supplies and the new library chairs. Ron will propose to the city council that the library will evenly split the cost of buying 25 chairs and the storage cart. The board approved \$572.25.

A community member donated \$200 for purchasing two folding tables.

The attic shelving must attach to the attic walls. The board discussed different shelving ideas, and Heidi will continue researching options. The board approved \$340 for shelving. The amended budget for shelving and chairs will be \$1000.00. The board voted to approve the capital expenses be amended to \$2,243, which includes two new phones, 25 chairs, one chair cart, attic shelves, and two tall book shelves.

State certification

Heidi reported that the library is on track to be state certified by September 9. The library board reviewed the items that still need to be completed and final assignments were made. Being state certified will open the door to additional grants.

Library board meetings

The library board meeting will now be held monthly on the fourth Thursday of the month at 7 pm. The change was approved unanimously by the board.

City council meetings

Millie would like to have one library board member at each city council meeting. The city council meets the second Thursday of the month at 6 pm. Heidi requested that Ron include a library report on the city council agenda.

Patron card policy

The library board debated the patron card policy. Mary suggested that there are three possible options to take: designate the library boundary by the 84325 ZIP Code, Mendon City residents, or Mendon City residents and surrounding regions. Millie said her goal is to create to a policy that helps the librarians clean up the Follett records, as requested by Heidi. After much discussion, the library board decided to designate the library boundary to include Mendon residents and adjoining communities. Lisa will draft a patron card policy based on the board's discussion, and the board will revisit the policy again at the next board meeting.

Meeting adjourned

The meeting was adjourned until Thursday, August 26, at 7 pm in the reading room of the library.