



**GRACE A. DOW MEMORIAL LIBRARY**  
**Library Board Minutes**  
**March 15, 2023 - 6:00 p.m.**  
**Grace A Dow Memorial Library: MCTV Studio**

**Roll Call of Members:**

Andreasen called the meeting to order at 6:00 p.m.

PRESENT: Miriam Andrus, Stephanie Andreasen, Bethany Broderick, Sarah Galt, Gail Hoffman, Alicia Allen

ABSENT: Julie Hyatt

ALSO PRESENT: Mary Jo Kellogg, Library Administrative Assistant

**Approval of Minutes:**

1. Acceptance of January 18, 2023 minutes. Motion by Galt, second by Broderick to accept minutes. Motion carried.
  
2. Additions or Changes to the Agenda. None

**Public Comments:** No comment from the public.

**Special Presentation:**

3. Library Supervisor of Technical Services: Monica Anderson – Presentation on Library Collections
  - a. Introduction of Technical Services
    - i. Acquisitions Department
      1. Order all items to be added to the collection
      2. Process all items-add spine labels, stamps, tags
      3. Create a catalog record
    - ii. Library Aides
      1. Help with processing-stamping, tagging, book jackets
      2. Shelve items in the proper location

- b. Library of Things Collections
  - i. Audiobooks, Wonderbooks, Vox Books, DVDs, Babysitter Bags, Book Club in a Bag, Math Kits, Literacy Kits, Discovery Kits, Craft Kits, Board Games, Puzzle, Spark a Memory Kit, Seed Library, Yard Games, Community Sketchbook
- c. Library of Things Plus
  - i. Ex.: CD Player, Binoculars, Hammock, Measuring Wheel, Ukulele, Thermal Camera.
- d. Discussion:
  - i. What is the checkout period?
    - 1. Undecided
  - ii. How does the wait list work?
    - 1. Hold lists will work the same as with other items.

### **Library Communications:**

- 4. Building update. Andrus discussed the building tour of the Orchard Room, Genealogy Space, and Youth Services. The Youth Service's shelving and the fire safety system are still not completed.
- 5. Director's Report. The Library's main focus from January to March is the Battle of the Books program. Author James Ponti came to the Library and did an Author Talk for the students. Andrus highlighted various programs and events, 4<sup>th</sup> and 5<sup>th</sup> Grade Book Club, Teen Advisory Board, Adult Craft Programs, Summer Reading, and Outreach.

Library staff retiring: Barb McIntyre.

New Theme for Summer Reading Program – “All Together Now”.  
Currently collecting data on patron's favorite places in Midland and favorite Non-Profit or Businesses.

Andrus discussed the marketing campaign “Get It @ GADML” which will kick off during National Library Week, April 23<sup>rd</sup> – 29<sup>th</sup>, 2023.

Michigan Authors Workshop July 23 – 29, 2023 in conjunction with SVSU, Delta College, Friends, and the Alden B Dow Foundation.

**Old Business: N/A**

6. Strategic Plan Goal Review 2022 – Discussed keeping both the following goals in 2023 – (A) Review Library Hours and (E) Target specific areas of the population who do not have library cards.

**Strategic Plan Goals for 2023/2024**

- a. Each Board member will attend 4 events at the Library during the 2023/2024 fiscal year. Motion by Andreasen, second by Broderick. Motion carried.
- b. Each Board member will volunteer at 4 Library sponsored events during the 2023/2024 fiscal year. Motion by Andreasen, second by Allen. Motion Carried
- c. Board members will participate in an orientation program (or refresher), which includes topics such as but not limited to, background on the Michigan Open Meetings Act, guidelines for setting agendas, methods for running meetings, the Library Privacy Act, and the Children’s Internet Protection Act. Motion by Hoffman, second by Galt. Motion carried.
- d. Board members will attend a formal continuing education event offered by a library cooperative, a library association, Friends of Michigan Libraries Trustee, or the Library of Michigan, either in person or online. Motion by Andreasen, second by Broderick. Motion carried.

**New Business: N/A**

**Announcements:**

7. Adjournment at 7:20 p.m. Motion by Andreasen, second by Hoffman. Motion carried. Next meeting date is May 17, 2023 at 6 p.m. in Council Chambers