

# **Berkley Public Library Board Meeting Minutes 09 August 2023**

**Present:** Matt Church, Library Director; Rita Van Brandeghen, Chairperson; Carol Hermann, Jordan Pattera, Amanda Rhoda and Margaret McGee, Board Members.

**1. Call to Order:**

Meeting was called to order at 7:00 p.m.

**2. Public Comments:**

There were no members of the public present.

**3. Approval of Minutes from July 19th meeting:**

The board approved the minutes as printed.

**4. Librarian's Report:**

- Karen Enders retired from the library. Her full-time position is not being replaced due to budget cuts. Matt is working to reassign Karen's duties and circulation desk coverage.
- Due to budget cuts for the new fiscal year, weekday library hours have been reduced year-round. New hours will have the library open until 8 p.m. Monday-Wednesday, until 6 p.m. Thursday & Friday.
- Curbside pick-up will continue, but homebound deliveries will be discontinued due to limited staffing.
- 13 teens participated in a Battle of the Book event in conjunction with the Huntington Woods Library.
- The Friends assisted in sponsoring the Berkley Street Art Fest.
- Matt continues to attend city department head and TLN Steering Committee meetings.
- Programs were well attended in August.
- Friends will meet on Monday, September 25 at 7 p.m. at the library.

**5. Old business:**

- Circulation statistics in July were up from June.
- Circulation in fiscal year 2022-23 surpassed 200,000.
- July began our new fiscal year 2023-24 with concerns of how budget constraints and the resulting rollback of hours may impact on circulation.
- The board reviewed the proposed draft of Library Advisory Board Establishing Ordinance. A motion was made by Amanda to add the word "policies" to the last sentence of Sec. 66-17 (Composition and Functions), seconded by Carol, and unanimously approved by the board.
- Rita expressed concerns about the language of Sec. 66-XX (Library Director) not expressly providing for a representative of the board being able to be part of the

interviewing process when selecting a new library director. Discussion among the board found that all members had these same concerns while recognizing that the board had no say in the hiring, wanting to be sure that our insights would be heard in our advisory capacity. Matt indicated that he would raise this issue with the City Manager and City Attorney.

- The board also reviewed the proposed draft of the Library Advisory Board Bylaws. Jordan proposed amending Sec. II (“Membership”), 4 to include a reference to Sec. III (“Officers”) in order to make it more cohesive. It was agreed by the board to add this language.
- A motion was made by Jordan to send the amended proposed drafts of Library Advisory Board Establishing Ordinance and Library Advisory Board Bylaws to the City Attorney for review. The motion was seconded by Carol and unanimously approved by the board.

**6. New Business:**

- A memo was sent from Charlaine Stevenson, Assistant to the City Manager, indicating that there will be a mandatory meeting for board chairs, vice-chairs, and staff liaisons to discuss new policies and procedures set by City Council.
- The meeting is to held on September 7, 2023 at 6 p.m. at City Hall.

**7. Update from City Council liaison:**

The council liaison was not present for the meeting.

**8. Adjourn**

The board adjourned at 8:00 p.m.

The next meeting will be held 20 September 2023 at 7:00 p.m.

Respectfully submitted,

Carol P Hermann