

# **Berkley Public Library Board Meeting Minutes 17 November 2021**

**Present:** Matt Church, Library Director; Rita Van Brandeghen, Chairperson; Carol Hermann, Jordan Pattera, Amanda Rohda, and Mary Jo Armstrong, Board Members; Natalie Price, City Council liaison.

Meeting convened 7:00 p.m.

There were no public comments.

Correction from previous minutes from 20 October 2021 to include intention to discuss library staff compensation at 17 November 2021 meeting. Minutes approved given this correction.

## **Librarian's Report:**

The Library Director presented his reports on programs, services, and staff. Highlights of the report included:

- Matt continues to meet with local library directors virtually to discuss COVID plans; Matt continues to attend regular department head meetings.
- Library program attendance from September and October months included 45 people participating in 3 story times in the park; 150 people attending Tale on the Trail; 180 attendees for the DDA's Trick or Treat Stroll; 4 adults attending the electric cars program on Zoom; and 16 adults continue to attend the Tuesday Afternoon Book Club.
- The Tuesday Afternoon Book Club has voted to remain on Zoom, with a vote every other month to decide if the club will remain virtual vs. in person.
- There will be no additional story times in the park this year due to weather, but there will be take home story times moving forward.
- The Friends of the Library will meet Monday, November 22 at 7:00p.m. at the library.

## **Old Business:**

- Past circulation was reviewed. Circulation is holding well; digital circulation has dropped likely due to resumption of in person library services.

## **New Business:**

- A new hotspot was added and it ready for circulation, bringing the total number of hotspots up to 6.
- The Library's COVID update was not remarkable for any current staff cases recently.

- Several phones were installed in the staff work room so staff may have a dedicated computer and phone to use while working.
- The City's State of City video included a segment on the library; with a new facilities manager starting and meeting with Matt to discuss library maintenance concerns.
- Problems were identified with the library's HVAC system to include the boiler and heating systems. The HVAC system will likely need a full replacement soon.
- The board re-addressed the Berkley Public Library's Code of Conduct, with the board to reconsider possible edits/updates for approval in the January board meeting.
- Library staff compensation information was reviewed.
- The Library board's establishing ordinance was reviewed. The board will seek guidance on the process of any proposed ordinance changes through the city attorney; with re-review of process to occur during the board's January meeting.

### **Update from City Council Liaison:**

- Results from the recent city election were reviewed.
- Berkley's 'Bookley Nights' event was successful.
- The DDA is working on Merrimonth events for December.
- The Holiday Lights Parade on December 4 will include a Santa drive-by, tree lighting, and carriage rides.
- The Beautification committee will be holding their annual holiday spirit awards.

### **Other Matters**

- No other matters discussed.

The meeting was adjourned at 8:33 p.m.

Next meeting – 7 p.m. Wednesday, 19 January 2021

Respectfully Submitted,

Mary Jo Armstrong