

**Minutes of the Fennville District Library
Board of Trustees**

June 20, 2024 at 4:00 pm
Regular Meeting

Present: Midge Bernard, Robin Buchler, Dennis Martin, Donna Matula, Bob Sherwood, Willow Vandenberg, Kathleen Yankee, Marilyn Jessup

Absent: None

Staff present: Teresa Kline, Abigail Avery

Observers present: Katie Beemer, City of Fennville Administrator

Meeting called to order: 4:00 pm, by Martin, President

Approval of Agenda: *It was moved by Buchler, seconded by Matula, to approve the agenda. Carried 8-0.*

Approval of the Minutes: *It was moved by Sherwood, seconded by Vandenberg, to approve the minutes of May 16, 2024 and of June 6, 2024 (a special meeting). Carried 8-0.*

Correspondence: None

Financial and Budget Performance Report:

- Teresa, Krysta and Abi have been transitioning to a new accounting software program to replace our previous one that was discontinued. A few issues have been encountered; we will wait on budget amendments until staff is more familiar with working with the new system
- More millage money has come in than budgeted, and penal fines are also increasing – we might reach our budget. We are doing well budget-wise.
- All millage money is in
- One more State Aid payment will be coming in
- After reviewing the “Profit & Loss Budget vs Actual” Sheet and the Balance Sheet for May 2024, they were received and filed.

Director's Report:

- Meetings attended
- Staffing – Teresa has interviewed Carl, a part time maintenance man for Herrick Library, as a part time replacement for Tim. She will continue negotiating with him, with a projected start date the first of October (new fiscal year)
- Switching accounting systems was VERY labor intensive
- There were issues with the staff and women's bathrooms
- The sprinkler system was turned on for the season. IT IS WORKING FINE!!
- Two problem patrons: One, a gentleman with “mental issues” and coming without a caretaker. The second, a young patron with different ideas about her rights to a hot spot. This was resolved by showing her the policy/agreement which she had signed.
- The Migrant Center in Pullman is open again. It will be having a Reading Buddies program. A boy scout has created a “Little Free Library” with Spanish and English books as his Eagle Scout project. It will be placed at the Migrant Center.
- Youth Activities handout, Monthly Circulation Statistics, and Door Count

President's Remarks: Congratulations to Abi on her appointment to the Fennville DDA

Board Members' Remarks: From Sherwood: There will be no more annual meetings in Casco Township.

Committee Reports: None

Unfinished Business:

Grant Update – The ALA Libraries Transforming Communities: Accessible Small and Rural Communities Grant: New shelving units are in place, large print materials coming
Also, FDL was awarded a \$3000 Pride grant from the Allegan County Community Foundation for collection development for all ages

Insurance Claim – we have received \$9,949 for damages to the overhang from Allegan County Transportation. Have not (and will not) signed a release form, as per advice from our lawyer

Parking Lot Concept Update – We have an estimate of \$669,341 for completion of Phase 1 (the lower parking lot). Our remaining grant balance is \$288,300. Other resources include

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| Dedicated parking lot donations | \$161 |
| Insurance settlement | \$9,949 |
| CD money | \$100,000 |

After applying all these funds, there is a \$270,931 shortfall to complete the project.

After considering the following information:

- We must have a signed contract with a construction company by 12-31-24;
- The project must be completed by 12-31-26;
- Other sources of funding could include Rural Development (low interest, long term loan), a federal appropriation for rural communities through our Senator, Gary Peters, and a bond to be repaid through a millage;

it was moved by Bernard, seconded by Yankee, to continue with the Parking Lot Concept, Phase 1. Carried 8-0 by roll call vote.

Open House Wednesday, June 26 – To present the Library's Parking Lot concept and the City's Park concept to the public for its information, input and questions. It will run from 4:00-6:00. Refreshments to be provided by Pizza Quest and mocktails by Library staff.

New Business:

Community Garden – Fully funded by Allegan Food Alliance (set up, equipment, storage shed, seeds, etc). To be one of six in Allegan County

Children in the Library Policy – **It was moved by Sherwood, seconded by Buchler, to adopt the Children in the Library Policy (attached), (replacing the old Safe Child Policy). Carried, 8-0**

Gifts – None

Public Comments – None

Adjournment: The meeting was adjourned by President Martin at 4:58. Next meeting is July 18, 2024 at 4:00.

Respectfully submitted,

Marilyn Jessup, Secretary

Fennville District Library

Children in the Library Policy Draft

Purpose:

In order to meet its stated mission—"to provide access to varied materials and services for lifelong enrichment"—the Fennville District Library (hereafter known as "the Library") is dedicated to providing a welcoming, engaging, and safe environment for people of all ages. This policy establishes guidelines and procedures to minimize safety risks to children in the library.

General Guidelines:

When in the Library building, on Library grounds, or at a Library-sponsored event (hereafter referred to as "Library premises"), the safety, actions, and/or welfare of children are the responsibility of their parent, legal guardian, or a caregiver appointed by the parent or legal guardian (hereafter this group of responsible parties will be known as "caregiver"), regardless of the physical presence of the caregiver. Please note that caregivers appointed by the parent or legal guardian cannot include Library staff during that staff member's working hours. All patrons, including children, are expected to comply with the Library's Patron Code of Conduct when on Library premises.

Required Level of Supervision:

For the purpose of this Policy, supervision is defined as the caregiver being within the immediate vicinity of the child, as well as maintaining visual contact of the child. Additionally, this policy defines a child as anybody under the age of 18.

Children ages eight (8) and under must be supervised by a caregiver at all times when on Library premises. Children between the ages of nine (9) and 12 may be unsupervised on Library premises, providing that the caregiver is also on the premises and the child does not have a history of behavioral issues, a physical disability, a mental illness, and/or other need that requires supervision or personal care. Children over the age of 12 may be unsupervised and unattended on Library premises, providing the child does not have a history of behavioral issues, a physical disability, a mental illness, and/or other need that requires supervision or personal care. If the parent or guardian of someone over the age of 12 believes their dependent requires monitoring or supervision while on Library premises, the parent or guardian should arrange the presence of a responsible caregiver.

Those of any age who, because of a history of behavioral issues, a physical disability, a mental illness, and/or other need, require supervision or personal care shall be attended and supervised by a caregiver at all times.

Unattended Children:

For the purpose of this Policy, an Unattended Child is defined as a child who is not meeting the requirements for supervision laid out in the section of this policy titled Required Level of Supervision.

In the case of behavioral issues where an Unattended Child is being asked to leave Library premises, Library staff will first attempt to contact the child's caregiver. If the caregiver cannot be contacted within a reasonable amount of time, Library staff will contact the local authorities who can ensure the safety and welfare of the child, as well as reestablish contact with the child's caregiver. A copy of this policy will be made available to the caregiver so that they will understand why these steps were taken.

In the case of an emergency situation where an Unattended Child needs to leave Library premises, Library staff will first attempt to contact the child's caregiver. If the caregiver cannot be contacted within a reasonable amount of time, Library staff will contact the local authorities who can ensure the safety and welfare of the child, as well as reestablish contact with the child's caregiver. In the case of an emergency where an Unattended Child requires medical care, Library staff will first contact emergency services, then attempt to contact the child's caregiver. A copy of this policy will be made available to the caregiver so that they will understand why these steps were taken.

If an Unattended Child remains on Library premises at the time of closing, including at the conclusion of an off-site Library-sponsored event, Library staff will first attempt to contact the child's caregiver. If the caregiver cannot be contacted within a reasonable amount of time, Library staff will contact the local authorities who can ensure the safety and welfare of the child, as well as reestablish contact with the child's caregiver. A copy of this policy will be made available to the caregiver so that they will understand why these steps were taken.

When an Unattended Child is discovered on Library premises, two Library staff will remain with the child until the child is collected by a caregiver or local authorities. Library staff members are not permitted to transport an Unattended Child.

Lost Children:

When a caregiver approaches Library staff, stating that they have lost a child they were supervising or attending on Library premises, Library staff will attempt to help locate the child by obtaining a description of the child, announcing said description, and monitoring exits and entrances to the Library premises as much as is physically possible. If the child is not located within a reasonable amount of time, Library staff will contact the local authorities who can take further steps to locate the missing child.

Child Security:

Caregivers are responsible for monitoring the materials and/or programs their children access on Library premises. Children will only be photographed with the permission of the child and their legal guardian, unless the photo is taken by Library staff for the purpose of marketing and all identifying features are removed from the photograph before its publication. Library staff will also not confirm the presence of a child on Library premises over the phone in order to maintain the child's safety and security.