

Alvah N. Belding Memorial Library
302 East Main Street, Belding, Michigan 48809
Regular Meeting of the Alvah N. Belding Library Board
Library Board Minutes from September 22, 2025

Library Board Members Present: Ron Gunderson, Jan Lamborne, Cynthia Miller, Andy Hurst.

Director: Britney Dillon

City Council Liaison: Bonita Steele

Guests Present: Jim Mason and Jodi Edwards

1. **Call to Order and Roll Call:** Meeting was called to order by Ron Gunderson at 5:32 pm. A motion was made by Jan Lamborne and supported by Ron Gunderson to excuse Jennifer Mierendorf's absence. Roll was called and motion passed.
2. **Approval of the Agenda:** There was a short discussion to amend "treasure should sign May" to "treasure should sign August". A motion was made by Ron Gunderson and supported by Jan Lamborne to accept the agenda, with the correction. Roll was called and motion passed.
3. **Approval of the Minutes:** A motion was made by Jan Lamborne and supported by Ron Gunderson to approve the August 25 minutes. Roll was called and the motion passed, as presented.
4. **Public Comment:** None
5. **Library Reports:** Director's Report, Youth Services Report, Adult Programs Report, Circulation Report, and Monthly Financial Report were all reviewed. These reports were received for filing.
 - a. **Comments on Reports:**

Director's Report: Britney sent the proposal back to G&D Electric. They are currently looking at options for the rock cover for the spotlights. Next week G&D will begin work on replacing the lights that haven't been working, in the back of the upper floor of the library.

The Strategic Plan is ready to present the first of October.

The whole-library inventory project was completed in one week.

The ICLA directors will meet in October to talk specifically about the upcoming millage.

Britney and Barbara were both able to attend their ICLA meetings. Barbara also attended the Ionia County Great Start Collaborative meeting.

Youth Services Report: August started with the Summer Reading finale parties, with almost 200 participants attending. Food and drinks were provided by the Friends of the Library.

The Feeding America partnership program Gather 2 Grow ended the summer with over 1,100 lunches served.

Barbara is finalizing plans for the annual fall programs and the Holiday Party in December.

Adult Programs Report: There were 187 adults registered for Summer Reading, with 115 participants (61.5%). Michelle created a 2026 Adult Reading Challenge, and will be splitting it into a seasonal challenge to try to encourage interest.

Michelle was able to attend a Belding Chamber meeting to coordinate a library program for the Home for the Holidays this year.

The rest of August was spent prepping fall and winter programs, book sale prep, and research for new presentations and new topics of interest.

Circulation Report: There is the usual dip in numbers due to summer ending and school beginning.

Monthly Financial Report: On file. Britney shared Amazon numbers will be going up, while Baker/Taylor numbers will be going down, due to most of the books being on back order for several months.

All budget numbers haven't been entered on the report yet.

6. **Notice of Paid Bills:** A motion was made by Andy Hurst and supported by Jan Lamborne to pay the bills for August. Roll was called and the motion passed.

7. **Communication and Correspondence:**

- a. Betty's news article

8. **Unfinished Business:**

- a. **Employee Handbook, Section 3 Communication** was ready to review.

There were three updates to discuss:

1. **Section 3.2 Complaint Resolution Process**

Paragraph two, the last sentence reads "The Library employee will be informed in writing of the Personnel Committee's decision, and provided with an opportunity to respond". "The Personnel Committee's decision is final" will be

added to the end of this paragraph.

2. Section 3.3 Confidential Information

“A Library employee will not access personal patron records except in the regular course of library business” will be added to the end of this section.

3. Section 3.7 Political Activities

“However, while in the course of their duties at the Library, or when representing the Library, employees shall not endorse any political party”. “Or political figure” will be added to the end of this sentence.

b. Director Evaluation

Reviewed the Director Evaluation to address any questions. This will need to be complete and turned in at the October meeting.

9. New Business:

a. 2024-25 Director Goals

All (3) Short-Term Goals listed as Technology and Utility Upgrade are complete. Of the (5) Long-Term Goals listed, Community Building (through the Feeding America Program) and the Strategic Plan are complete; Programming for Kid Zone and Adult Enrichment are in the planning stages; and Millage 2026 has a meeting scheduled for October 23 with the ICLA (Ionia County Library Association).

b. Patron Privacy Policy

Lakeland Library Cooperative Confidentiality of Patron Records Policy for 2025 was reviewed and discussed. There was discussion regarding adding this to the Policy Manual, with the last paragraph excluded. This updated policy covers Patron privacy and Patron records, as well as Library records and databases.

- 10. Council Liaison Report:** Bonita Steele, the City Council Liaison, gave a few details regarding the City Council. Highlights included City Manager Keven Krieger staying long enough to help with a smooth transition, while the city accepts resumes for a replacement. The Water Treatment Plant is complete and planning to be online by the end of November. Water Street Park playground has been removed for safety reasons, but there is no decision yet about replacing it. Security Cameras have been installed around the Depot and Veteran’s Memorial Park area, but internet access is not available yet.

11. Public Comment on Non-Agenda Items

Friends of the Library President Jim Mason gave a detailed update. Jim and Secretary Nori Kmiecik have decided to step down. Jim also introduced the new

President, Jodi Edwards. Friends of the Library is now officially a 501(c)3. The Friends were also able to set up a way to sell the unsold books from each book sale to Trift Books for \$.70 each.

Upcoming Friends activities:

- October 8 at 7 pm, Annual Meeting
- October 13-15, Fall Book Sale
- December 1 at 7 pm, Candlelight Reception
- December 13 from 9 - 3, Home for the Holidays Vendor at Belding High School

12. Trustee Comments:

- a. **Ron Gunderson:** Appreciates us
- b. **Jan Lamborne:** None
- c. **Jennifer Mierendorf:** Absent
- d. **Cynthia Miller:** None
- e. **Andy Hurst:** None

- 13. Motion to adjourn** at 6:34 pm was made by Ron Gunderson and supported by Andy Hurst. Roll was called and the motion passed.

Our next scheduled Library Board meeting will be on **October 27, 2025**, at 5:30 p.m.

Respectfully submitted,
Cynthia Miller
Library Board of Trustees Secretary