

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 October 27, 2025

Library Board Members Present: Ron Gunderson, Jan Lamborne, Jennifer Mierendorf, Cynthia Miller.

Director: Britney Dillon

Guests Present: None

1. **Call to Order and Roll Call:** Meeting was called to order by Ron Gunderson at 5:33 pm. A motion was made by Jennifer Mierendorf and supported by Jan Lamborne to excuse Andy Hurst's absence. Roll was called and motion passed.
2. **Approval of the Agenda:** Ron Gunderson requested an additional point of discussion under New Business to discuss Committee Assignments. A motion was made by Jan Lamborne and supported by Jennifer Mierendorf to accept the agenda, as amended. 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 September 22 minutes. Roll was called and motion passed, as presented.
4. **Public Comment:** None
5. **Library Reports:** Director's Report, Adult Services Report, Youth Services Report, Monthly Circulation Report, and Monthly Financial Report were all reviewed. These reports were received for filing.
 - a. **Comments on Reports:**

Director's Report: G&D Electric has been working on replacing all the bulbs, repaired the spotlight out front, and encased the spotlights to protect from breakage. Both boilers passed inspection. The water tester is scheduled to do water treatment again.

Overhead Door did their annual drop test on the fire doors. A sentinel needs to be replaced, and recommended it be moved within the mechanical door to a better spot that will be less stress to the wiring. They will be sending a quote.

The utilities, mainly electric, have been higher than anticipated due to the hike in Consumers' distribution charges. There will likely need to be an amendment on the building and utilities in the budget.

Britney attended the LLC Board meeting and Advisory Council meeting. LLC is looking into a new cataloging system.

Barbara attended the Ionia County Great Start Collaborative meeting where it was revealed that Great Start is closing due to federal funding cuts. Barbara also attended the Ionia County Library Association youth services meeting.

Adult Services Report: A new Garden to Table cooking program was well attended. Something similar is being planned for spring.

The craft programs continue to be popular with regulars and new attendees.

There was a conversation regarding the importance of offering diverse programs in all areas of topics and interests, in order to serve everyone in the community.

Youth Services Report: Family Night was very well attended; the tween candle workshop had 4 participants.

Storytime continues to be well attended with regulars and new families.

There are now two new Early Literacy packs, and two more being put together.

Plans are underway for the winter programs and parties, and the upcoming spring activities.

Monthly Circulation Report: Numbers stayed consistent despite being closed for inventory for a week in September.

Monthly Financial Report: There is a possibility of Hoopla being cancelled due to cost.

Waiting for all budget numbers to be entered on the budget report.

6. **Notice of Paid Bills:** A motion was made by Cynthia Miller and supported by Jennifer Mierendorf to pay the bills for September. Roll was called and motion passed.

7. **Communication and Correspondence**

- a. Betty's news article

8. **Unfinished Business:**

- a. **Employee Handbook, Section 4** was ready to review.

1. **Section 4.1 Acting Capacity**

"During this assignment, the employee shall be paid an additional compensation as determined by the Library Board." The word "shall" will be replaced with the word "may".

2. **Section 4.6 Disclosure of Employee File Information**

The entire section will be moved to Section 4.10.

3. **Section 4.7 Dress Code**

The entire "Acceptable dress" section will be eliminated. Under "Unacceptable dress, Sweatshirts and T-shirts" will add "allowed if book related", as this is the current policy

4. Section 4.8 Employee Break and Meal Periods

“Employees who work longer than six (6) hours per day are entitled to an unpaid, off-duty meal period” will be updated to “seven (7) hours”, as this is the current policy.

“Duration of the meal period will be thirty (30) minutes” will be updated to “sixty (60) minutes”, as this is the current policy.

“The Library may request that employees change their schedule to meet the workload” will be removed.

“Scheduled, consecutive, in-building time of four (4) or more hours, but less than eight (8) hours, entitles employee to one (1) fifteen (15) minute break” will be updated to “seven (7) hours”, as this is the current policy.

5. Section 4.10 Employee File Information Access

The entire section will be deleted, as Section 4.6 is a duplicate and is being moved to this position

6. Section 4.16 Nepotism

“The Library will allow existing employment relationships to be maintained with current employees under the following circumstances:

- The relationship does not create an adverse impact on work productivity / performance
- The relationship does not create an actual or perceived conflict of interest
- A supervisor / subordinate situation does not exist”

will be added to the end of this section.

7. Section 4.18 Performance Evaluation

“Such ratings shall be prepared at the completion of the initial employment period and on an employee’s anniversary of hire date thereafter” will be replaced with “Such rating shall be prepared in January / February” as this is the current policy, so performance reviews can be reflected in the budget.

8. Section 4.24 Work Week

“The work week begins at 12:01 AM Monday, and ends at midnight (12:00 AM) on Sunday” will be changed to “The work week begins at 12:01 AM Sunday, and end at midnight (12:00 AM) on Saturday”, as this is the current policy.

“Full-time hourly employees are required to work thirty-two (32) hours per week” will be changed to “at least thirty-two (32) hours per week”, as this is the current policy.

“Part-time hourly employees are scheduled an average number of hours per week which amounts to less than forty (40) hours per pay period will be changed to “less than thirty-two (32) hours per pay period”, as this is the current policy.

b. Director Evaluation

The evaluations were all given to Ron Gunderson. He will crunch the numbers and proceed with the evaluation process.

9. New Business

a. 2025-26 Director Goals

Short-term Goals

1. Services

A social media campaign highlighting some of the lesser-known services so people know everything the library has to offer.

Get the 3-D printer up and running.

Look into adding other class-type programs that would benefit the Community.

2. Programming

Expand on the current social media trend of people creating a curriculum for themselves to learn about things they're interested in.

Long-term Goals

1. Programming, Children

Create a summer program that isn't necessarily a reading program, to include Science, technology, English, art and math.

Offer some useful classes to teach important skills.

2. Programming, Adult

Encourage lifelong learning by offering "How To" series on particular topics and then showcase their end products.

3. Millage

Establish a Yes Committee to meet with township boards, create ballot language and promote the library as a cornerstone of the community, with emphasis on what the millage can and cannot be used for. The board will be required to pass a motion to support the 2026 millage.

4. Strategic Plan

Use the current 2026 strategic plan as a foundation to move forward with the objectives of engaging the community, creating readers, supporting learners, inspiring creativity, and showing stewardship.

b. Committee Assignments

The Board members all graciously accepted the following Committee Assignments:

Budget: Cynthia Miller

Personnel: Jan Lamborne

Facility: Andy Hurst

Strategic Planning: Jan Lamborne

Communication: Jennifer Mierendorf

By-Laws: Andy Hurst

A motion was made by Cynthia Miller and supported by Jennifer Mierendorf to accept these Committee Assignments. Roll was called and motion passed.

10. **Council Liaison Report:** Bonita Steele, the City Council Liaison, was unavailable.
11. **Friends of the Library:** Britney reported the recent Book Sale was the most successful sale yet, with almost \$2,500 in sales.
12. **Public Comment on Non-Agenda Items:** None
13. **Trustee Comments:**
 - a. **Ron Gunderson:** Appreciates Britney for updating the Employee Handbook when she first became the Library Director, so it's easy to keep updated
 - b. **Jan Lamborne:** In awe of how Britney handles everything so efficiently
 - c. **Jennifer Mierendorf:** Same
 - d. **Cynthia Miller:** Britney does an amazing job juggling all of her responsibilities
 - e. **Andy Hurst:** Absent
14. Motion to adjourn at 7:22 pm was made by Ron Gunderson and supported by Cynthia Miller. Roll was called and motion passed.

Our next scheduled Library Board meeting will be on **November 17, 2025, at 5:30 p.m.**

Respectfully submitted,
Cynthia Miller
Library Board of Trustees Secretary