



# East Lansing Public Library

## MINUTES

February 21, 2018 at 4:30pm

East Lansing Public Library Board of Trustees Meeting  
Library Conference Room  
950 Abbot Rd.

**Board of Trustees**  
Carole Dodgson, President  
Paul Cervenak, Vice President  
Amy Zaagman, Secretary  
Martha Smith  
Lance Wilkinson

**City Council Liaison**  
Erik Altmann

**Staff Liaison**  
Kristin Shelley

**EAST LANSING  
PUBLIC LIBRARY**  
950 Abbot Road  
East Lansing, MI 48823

(517) 351-2420  
[www.elpl.org](http://www.elpl.org)

- 1) Call to Order  
Dodgson called the meeting to order at 4:33pm.
- 2) Roll Call  
Trustees Dodgson, Zaagman and Smith were present. Trustee Cervenak, Trustee Wilkinson and City Council Liaison Erik Altmann were absent. Also in attendance were Friends Liaison Sheila Taylor, Head of Technology Services Lauren Douglass, Head of Customer Experience Jason Shoup and Library Director Kristin Shelley. Douglass excused herself from the meeting at 5:06pm.
- 3) Opening
  - A) Approval of January 24, 2018 Meeting Minutes  
Zaagman moved to approve the minutes with the year corrected to 2018.  
Smith seconded.  
All in favor.  
Motion carried.
  - B) Approval of Current Meeting Agenda  
Zaagman moved.  
Smith seconded.  
All in favor.  
Motion carried.
- 4) Communications
  - A) Audience: none
  - B) Written Correspondence: none
- 5) Reports
  - A) City Council Liaison Report  
On behalf of Altmann, Shelley provided the City of East Lansing's Long-Term Financial Forecast FY2019-23, which was distributed at the City Council discussion only meeting on February 20, 2018.
  - B) Friends of the East Lansing Public Library Report  
Taylor reported:
    - Eastwood Schuler's gave the Friends 127 boxes of used books
    - Ways to increase visibility of the Friendshop
    - Brick Wall Gallery will display Friends art for sale in April 2018
    - Thanked library staff for being so cooperative and helpful



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## 6) Old Business:

- A) Core Values of the East Lansing Public Library: Discussion  
Shelley provided a revised draft based upon discussion from the January 2018 meeting. Discussion included changing “transforming” to “transforms” and combining Vision Statements one and three.
- B) Discussion regarding Library Trustee search  
Discussion included posting the vacancy on March 1, 2018 and reviewing the criteria document.

## 7) New Business

- A) Resolution 05-18 to close the library on Friday, April 27, 2018 for a library staff in-service training day.  
Discussion included training topics.  
Zaagman moved.  
Smith seconded.  
All in favor.  
Motion carried.
- B) United States Department of Education Office for Civil Rights accessibility complaint: Discussion (Occurred before Old Business)  
Shelley informed the board that ELPL received a website accessibility Title II complaint from the Office for Civil Rights of the United States Department of Education. She added:
- Over 1,000 libraries and schools have received similar complaints since December 2016.
  - Over 400 libraries in Michigan have received similar complaints, including the Library of Michigan.
  - Our website vendor Bibliocommons has already addressed many issues with their upgrade scheduled to be released in the summer of 2018.
  - We have hired outside counsel with Foster, Swift, Collins and Smith, PC in Lansing.

## 8) Library Reports

- A) American Library Association’s Mid-Winter Conference Report  
Shelley provided a verbal report which included:
- Meetings with other State chapters
  - Opioid epidemic and its effects on libraries
  - “Cheap and easy” marketing tools
  - 826 National creative writing and tutoring centers founded by Author Dave Eggers.
- B) Financial Report  
Shelley provided a written financial report. She added that budgeting for Fiscal Year 2019 is almost complete.



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C) Director's Report

Shelley provided a written Director's Report. Discussion included:

- Black History 101 Mobile Museum
- One year anniversary of the Children's Social Justice Reading Group
- Potter Park Zoo's "Zoo In Your Neighborhood programs" and zoo passes to circulate
- Cost comparisons between Capital Area District Library and ELPL

D) President's Report: None

9) Announcements

Shelley reminded the board to save the date for the 7<sup>th</sup> Annual Books, Bites and Bids Library Fundraiser on Friday, April 13, 2018.

10) Adjournment

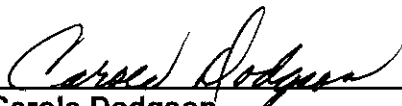
Zaagman moved to adjourn the meeting.


Smith seconded.

All in favor.

Motion carried.

Dodgson adjourned the meeting at 5:46pm.

  
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Carole Dodgson  
President  
Date 3/21/18

  
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Jennifer Amormino  
Executive Assistant  
Date 3/21/18