

**COLEMAN AREA LIBRARY BOARD MINUTES—June 20, 2023**

**CALL TO ORDER at 7:00 p.m.** Present: Coon, Anthony, Tigner, Scott, Middleton, Robison and Director Nelson.

**MINUTES:** Motion by Anthony, 2<sup>nd</sup> by Middleton to adopt the Minutes. All yes. Motion carried.

**REPORTS:**

**Treasurer's Report :** Motion by Coon, 2<sup>nd</sup> by Scott to accept the May Treasurer's Report. All yes. Motion carried.

**Bills:** Motion by Coon, 2<sup>nd</sup> by Robison to pay the Bills. All yes. Motion carried.

**DIRECTOR'S REPORT:**

**Audit Update:** Presentation of the 2022 Audit conducted by Weinlander Fitzhugh. Motion by Anthony, 2<sup>nd</sup> by Middleton to accept the Audit. All yes. Motion carried.

**Maintenance calls:** Patterson Plumbing conducted the backflow prevention test in mid-May. Everything was okay. Lewis Bros. serviced the air conditioning system and readied it for summer. Theilen Turf repaired and started up the irrigation system for the season.

**Summer Reading Program Update.** The program began June 1<sup>st</sup>, and so far we have 72 children signed up. That includes 11 pre-K and 10 teens. In addition, 18 kids from the Coleman Day Care participate in some of our programming. Kids get a gold coin for every 50 pages read and get to spend it in the little "store" that Amy set up. Prizes run from candy and small toys to gift certificates. We are also running an adult Summer Reading Program that currently has 14 participants.

**Raymond Goodwin Play, "Always, Tess"** had a small turnout, possibly as it was on May 18<sup>th</sup> in the evening and it was the last week of school for the Seniors. Including the play's author that the actress, there was a total of 6 in attendance.

**Greeting Card Class** on Saturday, June 24<sup>th</sup>, at 11:00. Kathy Richardson, from Farwell will be conducting a class on designing greeting cards. It is free to the public and we can accommodate approximately 15 adults, or people 12 and up.

*Nancy Robison*  
Secretary 6-24-23

**“Bee Kind to Bees” Program:** A beekeeper will present a program on the life cycle of bees, how to raise them, etc. on June 21<sup>st</sup> at 6:00 p.m. There will be equipment for children to try on and samples of honey for those interested.

**Overdrive Update—**The Public Libraries of Saginaw are interested in joining forces with our Overdrive community. This should add a vast number of additional titles to our growing selection. No official timeline on this as of now.

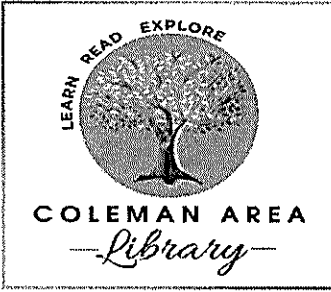
**Coleman Tribune Update:** Last week Gladwin Library returned the first batch of Tribunes from the 1890’s, that they had taken to microfilm just prior to co-vid. We chipped in on a scanner designed for this purpose and used some of our technology grant money for this purpose. They took a second batch with them and have a new “volunteer” ready to continue the process.

**Library of Things:** Karen Vought Allen, formally of Coleman, purchased 24 children’s educational games for our library to add to our “Library of Things” collection. After they are cataloged, some will be restricted to in-library use, and most of the others will be available for check out. Karen ran a daycare in Clare for years and was inspired by Amy’s news blips on our “Check This Out” page and thought this would be a great addition and we agreed!

**OLD BUSINESS:** Keith Cozat and Lee Harsh examined the roof, as it is 20 years old, and said it is still in good shape, and it should last us 2 or 3 more years.

**NEW BUSINESS:** None

**ADJOURNMENT:** Motion by Coon, 2<sup>nd</sup> by Scott to Adjourn. All yes. Motion carried.



## Request For Reconsideration of Library Material

**Our Mission:** The Coleman Area Library is dedicated to the cultural and educational spirit of the community, the Library is committed to providing public access to information and materials regardless of format for library patrons with friendly, competent, accurate and expedient service. Library materials and services encourage life-long learning, act as a catalyst for the free exchange of ideas and promote literacy among all people regardless of race, religion, creed or color or national origin.

The Library Board of Directors has delegated the responsibility for selection and evaluation of collection materials to the Library Director and has established reconsideration procedures to address concerns about those resources.

Completion of this form is the first step in those procedures. If you wish to request reconsideration of library materials, please return a completed form c/o the Library Director, Coleman Area Library, 111 First St. P.O. Box 515, Coleman, MI 48618

Only forms that are 100% completed will be accepted. The Library Director has up to sixty (60) days to complete the reconsideration process for each form. The material being reconsidered must be read in full by the applicant.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a Coleman Area Library cardholder or do you live in our service area?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Who do represent? Self \_\_\_\_\_ Organization \_\_\_\_\_

If organization, please provide the name: \_\_\_\_\_

Please explain how such an action would improve the Library's service to the community:

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In its place, what work of equal literary quality would you recommend the Library purchase that would cover the same subject or content?

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Signature

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Date

Completed forms should be delivered to:

Coleman Area Library  
Attn: Library Director  
111 First St. P.O. Box 515  
Coleman, MI 48618

Approved by the Coleman Area Library Board <sup>7-18-23</sup> ~~xxxxxxx~~

# Coleman Area Library Volunteer Policy

## Examples of library volunteer duties:

1. Light cleaning duties – dusting shelves, vacuuming, straightening books
2. Assisting with grounds maintenance – weeding, planting flowers
3. Shelf reading and tidying
4. Helping with children’s craft programs (preparing materials in advance or helping with the craft)
5. Stamping withdrawn materials for used book sale or for discard
6. Assisting with the inventory of the collection by scanning barcodes with the portable scanner

If any assignment appears to cause physical discomfort or could lead to personal injury, the volunteer should, without delay, report this to the Director or, if they are unavailable, to any other library staff member. Any injuries should be reported to a staff member immediately.

## CONFIDENTIALITY/PRIVACY

Volunteers are not allowed to sit or stand behind the circulation desk. They may not use staff computers unless expressly directed to do so and then only in the capacity specified.

All transactions between library patrons, staff and/or volunteers and community service workers are completely confidential. This includes any information about materials a patron has looked at, asked for, requested or checked out, as well as questions asked by a library patron and conversations pertaining to a patron’s account. A patron’s usage of a library public access computer is also confidential information.

Since the public usually assumes volunteers are staff members, volunteers should remember they represent the library’s commitment to excellent service. Friendly, courteous behavior toward everyone using the library is expected, regardless of their demeanor. Any patron questions (other than simple directional queries) should be referred to a library staff member. Please do not attempt to answer questions directly, but let the patron know you are a volunteer and either lead the patron to the circulation desk for staff assistance or let a staff member know of the patron’s request for assistance.

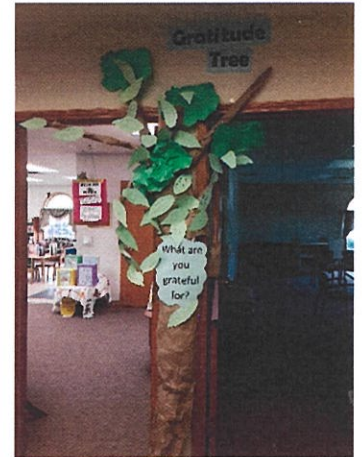
I have read, I understand, and I agree to abide by this Volunteer Policy.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by the Coleman Area Library Board on ~~xxxx~~ 7-18-23

**Passive Programing:** several “passive” (drop-in) programs were available to families throughout the summer. These included a “Stick-Together” Poster, color-your-own Puzzle Pieces (“We All Fit Together”), Collaborative coloring banner, make & take crafts, a Gratitude Tree with leaves, an in-library scavenger hunt and an “around-town” scavenger hunt where they had to find the signs around town that spelled COLEMAN. All were very popular with kids and parents.



**Prize Store:** This year the kids earned 1 plastic “reading coin” for every 50 pages they read. This was cumulative, so a 20 page book 30 page book = 50 pages.

We had a “Summer Store” set up with toys and candy where the kids could browse and spend their coins on items of their choosing. This was very popular!



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