



# East Lansing Public Library

**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.ejpl.org](http://www.ejpl.org)

## MINUTES

**April 18, 2018 at 4:30pm**

East Lansing Public Library Board of Trustees Meeting  
Library 3/4 Meeting Rooms  
950 Abbot Rd.

- 1) Call to Order  
Dodgson called the meeting to order at 4:34pm.
- 2) Roll Call  
Trustees Dodgson, Zaagman, Smith and Wilkinson were present. Trustee Cervenak was absent. Also in attendance were City of East Lansing's Information Technology Director Thomas Crane, Friends Secretary Patricia Thorpe, Head of Customer Experience Jason Shoup, Head of Technology Services Lauren Douglass and Library Director Kristin Shelley. City Council Liaison Erik Altmann arrived at 4:55pm.
- 3) Opening
  - A) Approval of March 21, 2018 Meeting Minutes  
Smith moved.  
Wilkinson 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  
Shelley shared a thank you note from a patron that included a donation.
- 5) Reports
  - A) Director of Information Technology Report  
Shelley introduced Thomas Crane to the Board. Crane thanked the Board for the opportunity to discuss e-rate funding and the library's technology budget. Discussion included:
    - Decentralized IT model and department
    - Shared services model between City departments
    - E-rate training, meeting with an e-rate consultant and other relevant meetings on e-rate
    - Eligibility of library purchases for e-rate funding

Crane and Douglass excused themselves from the meeting at 5:15pm.



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- B) City Council Liaison Report  
Altmann reported:
- City Council has requested updates from the City regarding operational consequences of staffing and budget cuts.
  - Update on marijuana provisioning centers in East Lansing.
- C) Friends of the East Lansing Public Library Report  
Thorpe reported on activities in the Friendship and the spring newsletter.
- 6) Old Business:
- A) Update on Library Trustee search  
Dodgson shared that Altmann, Cervenak and she interviewed three candidates for the upcoming vacancy on the Library Board of Trustees. On behalf of Cervenak and herself, they recommend Diane Goddeeris for appointment to City Council.  
Wilkinson moved to recommend to City Council the appointment of Diane Goddeeris to the Library Board of Trustees for a full term beginning July 1, 2018.  
Smith seconded.  
All in favor.  
Motion carried.
- B) Logo redesign quotes and discussion  
Shelley provided two quotes for a logo redesign and branding guidelines from Gud Marketing and AnInterval. The Board expressed that Shelley should proceed with whichever company she feels best fits the needs of the library and follows the City's Purchasing Policy.
- 7) New Business: none
- 8) Library Reports
- A) Public Library Association's 2018 Conference Report from Annie Gordon  
Annelise Gordon provided a written report on her attendance at the Public Library Association's 2018 Conference.
- B) Financial Report  
Shelley provided a written Financial Report. Discussion included:
- Possibility and cost of resurfacing the library's parking lot
  - Amount raised at Books, Bites and Bids
- C) Director's Report  
Shelley provided a written Director's Report. Discussion included:
- Women's History Month programs
  - March is Reading Month programs
  - One World, Many Stories event
  - Moving Forward event
  - Circulation statistics
  - Launch of the Express Collection
- D) President's Report: none



# East Lansing Public Library

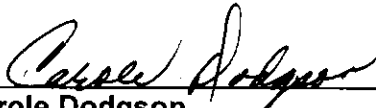
9) Announcements

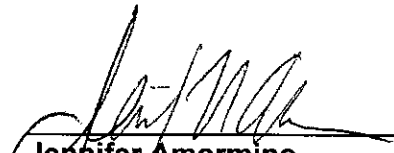
Shelley reminded the board that the May meeting is one week late on May 23, 2018.

10) Adjournment

Zaagman moved.  
Wilkinson seconded.  
All in favor.  
Motion carried.

Dodgson adjourned the meeting at 5:52pm.

  
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Carole Dodgson  
President  
Date 5/23/18

  
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Jennifer Amormino  
Executive Assistant  
Date 5/23/17