

**Minutes of the Fennville District Library  
Board of Trustees**

*January 18, 2024 at 4:00 pm*  
Regular Meeting

**Present:** Robin Buchler, Dennis Martin, Donna Matula, Bob Sherwood, Willow Vandenberg, Kathleen Yankee, Marilyn Jessup

**Absent:** Midge Bernard

**Staff present:** Teresa Kline

**Observers present:** None

**Meeting called to order:** 4:00 pm, by Dennis Martin, President

**Approval of Agenda:** *It was moved by Sherwood, seconded by Yankee, to approve the agenda. Carried 7-0.*

**Approval of the Minutes:** *It was moved by Buchler, seconded by Matula, to approve the minutes of December 21, 2023. Carried 7-0.*

**Correspondence:** None

**Financial and Budget Performance Report:**

- Millage money is coming in
- After reviewing the “Profit & Loss Budget vs Actual” Sheet and the Balance Sheet for December 2023, they were received and filed.

**Director's Report:**

- Meetings attended: Lakeland Library Board and Council
- Most of last week worked on renewing “SAM”, a unique number needed to apply for grants. It is done!
- Have applied to get a Michigan Notable Books author for a presentation this year
- Have had issues with T-Mobile support for our Hot Spots due to high turnover of their staff; our new rep has been there for 10 years. Hopefully our support will be better now
- Abi and Teresa met with EGLtech about three items: our new email; our new security system; two new wireless access points, which will allow 300+ devices to connect (much better for patrons!). The new access points are coming in February sometime
- Trane has completed the repair and maintenance on our heating system boiler. We have heat now!
- Abi is in her new position as Assistant Director. She will be booking our summer reading entertainment.
- Our audit is basically done.
- We received notice of non-renewal from US Liability Insurance Company. We have had them for a number of years, and have had problems in the past. Our rep (Citizen's Insurance) will work on getting a new policy for us.
- Youth Activities handout, Monthly Circulation Statistics, Door Count

**President's Remarks:** None

**Board Members' Remarks:** from Marilyn: comment about a library of things  
from Bob: remarks about book banning in Florida, including the dictionary

**Committee Reports:** None

**Unfinished Business:**

**Grant Update** – The following grants have been applied for:

\$5000 grant from Allegan County Community Foundation. A TAG grant for subscription box service (snacks, crafts, mental health) and also to set up a library of Things for Teens (backpack, tablet, etc.)

\$20,000 grant from ALA Libraries Transforming Communities. For increasing our large print and audio collections as well as new shelving

\$1,200,000 Community grant (with City of Fennville and Fennville Public Schools  
(We are one of the finalists!!))

**Insurance Claim**– Waiting for quote

**Staffing** – We are short on staff – 2 are out with COVID, 2 more are dealing with life-changing events

**New Business:**

**Comfort Cabinet** – It is well used, is kept stocked by donations

**FOIA** – It is now a 5 minute job!

**WiFi Hotspot Policy** – *It was moved by Matula, seconded by Vandenberg, to accept the attached revised HotSpot Policy. Carried, 7-0.*

**Youth Restricted Library Card** – Abi will work on this and present at the next Board meeting.

**Gifts** – *It was moved by Buchler, seconded by Sherwood, to accept the following gifts:*

Sandy Schlack for Summer Reading Program

Sylvia Fagal

Leland Hutchinson in loving memory of Edith and Robert Hutchinson

*Carried, 7-0*

**Public Comments** – None

**Adjournment:** The meeting was adjourned by President Martin at 5:05.

Next meeting is February, 2024 at 4:00.

Respectfully submitted,

Marilyn Jessup, Secretary

**Fennville District Library**  
**Mobile Wi-Fi Hotspot Policy**

**Purpose:**

In order to meet its stated mission—"to provide access to varied materials and services for lifelong enrichment," to promote access to online resources, and to bridge the digital equity divide, the Fennville District Library (hereafter known as "the Library") offers Mobile Wi-Fi Hotspots (hereafter known as "Hotspots") as part of its circulating collection.

**Eligibility:**

Lakeland Library Cooperative cardholders (hereafter known as "Patrons") who are in good standing are eligible to check-out a Hotspot. Prior to first check-out, Patrons must read and sign the Fennville District Library Mobile Wi-Fi Hotspot Policy and Hotspot Acceptable Use Policy. Patrons who are younger than eighteen (18) and not emancipated minors must have a legal guardian co-sign these policies before they are able to check-out. The co-signer is responsible for helping to ensure that the minor Patron abides by the terms laid out in both policies.

**Availability:**

Hotspots are available on a first-come, first-served basis. The Library does not accept holds on Hotspots. Only one Hotspot may be checked out per library account. Only one Hotspot may be checked out per address. Upon return of a Hotspot, Patrons may check-out another Hotspot if one is available, but they may not check-out the Hotspot they just returned, nor can another member of their household check-out the Hotspot they just returned.

**Loan Rules:**

Hotspots check-out for a period of seven (7) days. Hotspots cannot be renewed. Service will be suspended within 24-hours after the hotspot becoming overdue. Patrons with repeated violations of the loan period, i.e. Patrons who repeatedly return Hotspots after the due date, may lose their Hotspot borrowing privileges. After three (3) violations, Patrons will receive a warning letter reiterating the loan rules. If the Patron violates the loan period after receiving the warning letter, their Hotspot borrowing privileges will be suspended.

**Fines and Fees:**

Overdue Hotspots are fined \$1.00 per day. Patrons with Hotspots that had to be suspended will be charged a \$5.00 reactivation fee. Hotspots not returned within five (5) days after the due date will be assumed lost, and the Patron will be charged the full replacement cost.

If a Hotspot or any of its components is damaged, lost, or stolen, the borrowing Patron and/or co-signer assume full responsibility for the cost of replacement. The replacement cost for the entire kit (including

Hotspot, AC adapter, USB cord (or combined micro-USB and AC adapter), instruction, and case) is \$125.00. The replacement cost for individual pieces is \$100.00 for the Hotspot, \$10 for the AC adapter, \$10.00 for the USB cord, \$20.00 for the combined micro-USB and AC adapter, \$5.00 for the instructions, and \$8.00 for the case. All replacement charges will also include a \$5.00 processing fee. Staff of the Library will assess that all items are present and in acceptable shape when the device is returned.

**Liability:**

The Library is not liable for damages incurred on personal devices during the use of a Hotspot. The Library encourages Patrons to use safe Internet practices to protect their devices and themselves while using the Hotspot. Parents and/or guardians are responsible for what minors access while using the Hotspot. The Library cannot guarantee the quality of the Internet service.