

Belleville Area District Library Board
Meeting Minutes
November 8, 2011

Call to Order

Chair Mary Jane Dawson called the meeting to order at 7:00 pm.

Pledge of Allegiance**Roll Call**

Joy Cichewicz conducted a roll call. The following persons were present: Mike Boelter, Christina Brasil, Joy Cichewicz, Mary Jane Dawson, Elaine Gutierrez, John Juriga, Joe Monte, Library Director Debra Green, and Assistant Director Mary Jo Suchy.

Approve/Amend Agenda

Motion by John Juriga, seconded by Christina Brasil, to approve the agenda as presented. Motion carried unanimously.

Approve October 11, 2011 Regular Meeting Minutes

Motion by John Juriga, seconded by Joy Cichewicz, to approve the minutes of the October 11, 2011 Regular Meeting as presented. Motion carried unanimously.

Approve October 11, 2011 Closed Session Meeting Minutes

Motion by Joe Monte, seconded by Joy Cichewicz, to approve the minutes of the October 11, 2011 Closed Session Meeting as presented. Motion carried unanimously.

Public Comments

Public comments were made regarding keeping the library in the downtown, what size it should be, and whether a new library was needed.

Molly Goike from Plante-Moran: Financial Statement for Audit Report

Molly Goike presented the Auditor's Report from Alan C. Young and Associates for the 2010/2011 fiscal year. The library received an unqualified opinion from the auditor, which is the highest rating that can be received. Motion by Joy Cichewicz, seconded by Joe Monte, to accept the auditor's report. Motion carried unanimously.

Accountant Hiring

Ronald Traskos and Sharon Duckworth, from Post, Smythe, Lutz, & Ziel of Wayne, LLP, presented a proposal to act as the library's accountants for a flat fee not to exceed \$500 per month. Their firm has extensive experience with municipal accounting. In addition to general duties (general ledger entries, bank reconciliations, etc.), their services will include audit preparation, budget assistance, and cash flow planning. Motion by Elaine Gutierrez, seconded by Joe Monte, to hire the accounting services of Post, Smythe, Lutz, & Ziel of Wayne for \$500 per month. Motion carried unanimously.

Snow Removal

Motion by John Juriga, seconded by Christina Brasil to accept the Request for Proposal for Snow Removal as presented. Discussion ensued regarding penalties if a company does not show up to remove the snow. Motion carried unanimously.

Committee Reports

- A. Marketing – No report.
- B. Personnel – No report.
- C. Bylaws – No report.
- D. Policy – No report.
- E. Building – Deferred to closed session.
- F. Finance – Credit card policy. Motion by Elaine Gutierrez to accept the Belleville Area District Library Credit Card Policy as presented. Amended motion by Elaine Gutierrez to accept the Belleville Area District Library Credit Card Policy with the following changes: #7 – The balance due shall be paid **by the statement due date**; # 9 – Authorized care users are responsible for the protections and custody of the card **while in their possession** and shall immediately notify the Library if the card is lost or stolen. Joy Cichewicz seconded. Motion carried unanimously.

Approve Accounts Payable

Motion by John Juriga, seconded by Mike Boelter, to approve the accounts payable as presented. Motion carried unanimously.

Director's Report/Comments/Communications

Attached.

Trustee Comments

Mike Boelter will be out of town for the January meeting. Elaine Gutierrez is relieved that the library has an accountant again and is thankful for all of Jerry Kruse's work. Joe Monte thanked everyone in the audience for their thoughts and opinions. Joy Cichewicz discussed the advocacy efforts by the Michigan Library Association replace the library revenue that would be lost if the state legislature eliminates the Personal Property Tax. John Juriga talked about the library's new graphic novel collection for adults.

Chair Comments

Chairperson Dawson thanked everyone for coming.

Closed Session: Pursuant to MCL 15.268 (d) to consider the purchase and/or lease of real property by the Belleville Area District Library

At 8:01 pm, John Juriga moved to recess the regular meeting and enter into Closed Session with Attorney John Day to consider the purchase or lease of real property, pursuant to MCL 15.268. Joy Cichewicz seconded. A roll call vote was taken. Ayes: Mike Boelter, Christina Brasil, Joy Cichewicz, Mary Jane Dawson, Elaine Gutierrez, John Juriga, and Joe Monte. Nays: None. Motion carried unanimously. Invited into the meeting were library architect Dan Whisler, Steve Davenport, Harlan Davenport and Wayde Hoppe.

The closed session adjourned at 10:08 pm, and the regular meeting reconvened.

Adjournment

Motion by Mike Boelter, seconded by Christina Brasil, to adjourn at 10:08 pm. Motion carried unanimously.

Minutes submitted by: Joy Cichewicz

DIRECTOR'S REPORT
November 2011

CIRCULATION	2011/12	2010/11	% change
October	17,206	17,587	-2.17%
Fiscal Year	74,418	75,256	-1.11%

eCIRCULATION	2011/12	2010/11	% change
October	403	0	N/A
Fiscal Year	1260	0	N/A

CHILDREN'S PROGRAMMING	2011/12	2010/11	% change
October	187	259	-27.80%
Fiscal Year	1,221	1,250	-2.32%

ADULT PROGRAMMING: October = 33

ALL AGES PROGRAMMING: October = 800

REF. QUESTIONS	2011/12	2010/11	% change
October	2,830	2,563	10.42%
Fiscal Year	11,131	10,397	7.06%

INTERNET USE	2011/12	2010/11	% change
October	3,879	3,403	13.99%
Fiscal Year	16,668	14,269	16.81%

CHILDREN'S INTERNET	2011/12	2010/11	% change
October	186	264	-29.55%
Fiscal Year	836	1,318	-36.57%

PERSONNEL: Librarians came back from the Michigan Library Association brimming with ideas and to do lists. It was also good to see that we are doing the right things and on the right track in many areas. Tara is attending a Teen Literature Workshop this week. Jacquelyn Douglas replaced Anthony Azzi as shelving page. We had so many excellent candidates this time that it was hard to choose just one. We now have a waiting list of already tested and interviewed students for the future.

FINANCE: We have a proposal from Ron Traskos of Post Smythe Lutz & Ziel for accounting services so our consultant Jerry Kruse can retire again. They are familiar with both government accounting and our software Fund Balance. They will provide General Ledger, Reconciliation, Budget to Actual Reports, and financial guidance.

COLLECTION: As the Graphic Novels in the teen and children's collections have grown in popularity and volume and the genre has gained literary acceptance and continued development, we have added a Graphic Novel Collection to the adult collection. We have contacted our graphic designer about a suitable wall sign for the collection.

BUILDING: As the front windows where the original entrance to the building was located appear ready to fall out, Wallside Windows will be out to replace our 1953 single panes at the old entrance. Wallside Windows was the only company out of four that was willing to tackle the project. Because of concerns over lead we will need to empty out Tara's office and move all of the picture books from the window area for the replacement. We are also considering closing the library for the day they do the work. On the bright side this should help our heating and cooling costs as well as the temperature in the Youth Service office! We are also finally getting work done to repair the rotted out section of the overhang near the current entrance where we have had many problems. In more getting ready for winter business we will solicit bids for snow removal next week.

COMMUNITY: The second joint meeting of the community nonprofits was held last week and we discussed our planned events for 2012, this year's Winter Fest, and volunteer recruitment. BACA's Art Affair on Main expects to have parts of Main Street and Fourth Street closed on Saturday and Sunday July 28 and 29. Sunday, July 29 is the usual date for our Garden Walk which could be a problem if our streets are closed. The Garden Walk Committee is exploring options. The library will be participating in the Winter Fest with gingerbread man cookie decorating from 4 – 6. We may also show the movie "The Polar Express" from 2 – 3:30. I have included the Holiday Ice Festival form in case the board and the Friends want to share in sponsoring an ice sculpture again this year.