

**Belleville Area District Library Board**  
**Meeting Minutes**  
**January 8, 2019**

**Call to Order**

Chair Sharon Peters called the meeting to order at 7:30 pm.

**Pledge of Allegiance**

**Roll Call**

Mary Jane Dawson conducted the roll call. The following persons were present: Joy Cichewicz, Mary Jane Dawson, Barbara Gates, Alma Hughes-Grubbs, John Juriga, Sharon Peters, Linda Priest, and Library Director Mary Jo Suchy.

**Selection of 2019 Board Officers**

Motion by Joy Cichewicz, seconded by Barbara Gates to nominate Sharon Peters as Chair. There were no other nominations. Motion by Barbara Gates that the nominations for Chair be closed. Motion to nominate Sharon Peters as Chair carried unanimously.

Motion by Joy Cichewicz, seconded by Linda Priest, to nominate Mary Jane Dawson as Vice-Chair. There were no other nominations. Motion by Barbara Gates that the nominations for Vice-Chair be closed. Motion to nominate Mary Jane Dawson as Vice-Chair carried unanimously.

Motion by John Jurigan, seconded by Barbara Gates, to nominate Alma Hughes-Grubbs as Secretary. There were no other nominations. Motion to nominate Alma Hughes-Grubbs as Secretary carried unanimously.

Motion by John Juriga, seconded by Alma Hughes-Grubbs, to nominated Joy Cichewicz as Treasurer. There were no other nominations. Motion to nominate Joy Cichewicz as Treasurer carried unanimously.

**Approve Agenda**

Motion by Juriga to approve the agenda, seconded by Dawson. Motion carried unanimously.

**Approve December 11, 2018 Regular Meeting Minutes**

Motion by Juriga to approve the December 11, 2018, regular meeting minutes, seconded by Dawson. Motion carried unanimously.

**Public Comments**

Debra Green thanked the board members for serving.

**2017-18 Audit**

See below.

**Building Committee Report**

The committee has not met since the last board meeting. Dividing responsibility for the Sumpter Branch project between Sumpter Township (outside of the building) and the library (inside of the building) proved to be very difficult and more costly. Sumpter Township will assume control of the whole project. Dan Whisler will turn over his CAD file to Ray Parker, an architect from Hennessey Engineering that Sumpter has hired.

Steel was delivered to the downtown site on December 27 and many of the beams have already been erected. Joy Cichewicz, Mary Jane Dawson, and John Juriga will continue to be on the building committee. The next meeting will be January 9 at 10 am.

### **2017-18 Audit**

Ron Traskos reported that the library received a clean 2017-18 audit. The audit reflects the library's general operating fund, the capital project fund, and the debt service fund. Penal fine revenue was much higher than anticipated.

### **Committee Reports (2019 chairs to be determined)**

- A. Building – See above.
- B. Bylaws – No report.
- C. Finance – The first quarter financial report was received.
- D. Marketing – No report.
- E. Personnel – No report.
- F. Policy – No report.
- G. Ad Hoc Fund Development – The Atchinson Family contributed \$85,000 for the new library's central atrium and \$7,500 for the flagpole. The flagpole will be in memory of Todd Atchinson. Sharon and Melvin Peters pledged \$6,000 to purchase early literacy computers. John and Deb Juriga pledged \$5,000. Deb Green contributed \$5,000. The total amount contributed/pledged to date is over \$300,000.

### **Approve Accounts Payable**

Motion by Dawson, seconded by Cichewicz, to approve the accounts payable as presented. Motion carried unanimously.

### **Director's Report/Comments/Communications**

Attached. The Friends of the Library pledged \$25,000 to the new library for the children's garden. The library staff will visit other library's that have automated materials handling systems.

### **Trustee Comments**

- John Juriga – Announced that the Friends of the Library will have their annual meeting on Saturday, January 26, 2019, at 12:30 pm. He thanked Deb Green her work over the years towards getting a new library.
- Barbara Gates – Wished everyone a Happy New Year.
- Linda Priest – Is glad to be here.
- Joy Cichewicz – Thanked Sharon for her fabulous job with fund development.
- Mary Jane Dawson – Is happy to have the two new board members.
- Alma Hughes-Grubbs – Welcomed the new board members.

### **Chair Comments**

Sharon Peters – Observed that the engagement of this board is important and gratifying. She is excited to be re-elected and sworn in tonight.

### **Adjournment**

Motion by John Juriga, seconded by Barbara Gates, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:49 pm.

Minutes submitted by: Alma Hughes-Grubbs

**DIRECTOR'S REPORT**

January 2018

**LIBRARY PROGRAMS December: Adults: 8 Youth: 7**

<b>LIBRARY VISITS</b>	<b>2018/19</b>	<b>2017/18</b>	<b>% change</b>
December	6,245	6,494	-3.83%
Fiscal Year	47,617	54,202	-12.15%

<b>TOTAL CIRC</b>	<b>2018/19</b>	<b>2017/18</b>	<b>% change</b>
December	12,625	12,492	1.06%
Fiscal Year	88,626	90,084	-1.62%

<b>ADULT PROGRAMMING</b>	<b>2018/19</b>	<b>2017/18</b>	<b>% change</b>
December	66	58	13.79%
Fiscal Year	441	589	-25.13%

<b>CHILDREN'S PROGRAMMING</b>	<b>2018/19</b>	<b>2017/18</b>	<b>% change</b>
December	358	474	-24.47%
Fiscal Year	1,692	2,208	-23.37%

**ALL AGES PROGRAMMING: 2018/19: Dec: 0 Fiscal Year: 500**

<b>REF. QUESTIONS</b>	<b>2018/19</b>	<b>2017/18</b>	<b>% change</b>
December	2,118	1,772	19.53%
Fiscal Year	14,357	12,845	11.77%

<b>INTERNET USE</b>	<b>2018/19</b>	<b>2017/18</b>	<b>% change</b>
December	1,814	1,885	-3.77%
Fiscal Year	13,511	15,929	-15.18%

<b>CHILDREN'S INTERNET</b>	<b>2018/19</b>	<b>2017/18</b>	<b>% change</b>
December	132	122	8.20%
Fiscal Year	1,323	1,262	4.83%

**NEW LIBRARY:** The steel is here!



**FUND DEVELOPMENT:** To date we have received over \$300,000 in contributions and pledges. I am very grateful to all who have given us money including a variety of library board and Friends of the Library board members. Sharon and Melvin Peters have pledged \$6,000 for two of the early literacy computer stations in the children's room, and John and Debbie Juriga have pledged \$5,000 to the new library. Our former director, Debra Green, was inspired by the Legacy @ Your Library Event to contribute \$5,000. The Atchinson's have contributed \$92,500! Included in their contribution is naming rights for the center atrium area as well as the purchase of the flag pole which will be in memory of Todd Atchinson.

**TECHNOLOGY:** Our staff and I had a conference call with Envisionware the day after New Year's and place our initial RFID/Self-Check order last Friday. We are still deliberating regarding the installation of an automated materials handling system. Dan Whisler confirmed that he could make changes to the building's design now that would make it easier to incorporate an AMH system in the future. Our circulation supervisor, Michelle Wloch, has expressed great interest in the improved staff ergonomics that an AMH system would provide. We plan to take some field trips to other libraries that use this technology.

**PROGRAMS:** The January 10 Homegrown Knowledge Program (7 pm) will feature a Trip to Brazil with Jonathan Richards. Community Sings with Matt Watroba is back by popular demand on January 23 at 7 pm.

**FRIENDS:** The Friends of the Library are holding their annual meeting on Saturday, January 26 at 12:30 pm in the library's program room. Representatives from O'Neal Construction will be on hand to discuss the new library's progress. The Friends have very generously pledged to give the library \$25,000 for purchase of the children's garden in the new library.