

Belleville Area District Library Board
Meeting Minutes
February 12, 2019

Call to Order

Chair Sharon Peters called the meeting to order at 7:31 P.M.

Pledge of Allegiance**Roll Call**

Alma Hughes-Grubbs conducted the roll call. The following board members were present: Mary Jane Dawson, Barbara Gates, John Juriga, Sharon Peters, and Linda Priest. Absent and excused: Joy Cichewicz. Also present: Library Director Mary Jo Suchy and Architect Dan Whisler.

Approve Agenda

Motion by Gates to approve the agenda, seconded by Dawson, with the addition of the Art Committee Report. Motion carried unanimously.

Approve 1-8-19 Regular Meeting Minutes

Motion by Juriga to approve the 1-8-2019 minutes, seconded by Dawson. Motion carried unanimously.

Public Comment: None

Committee Reports:

See attached list of committee assignments.

- A. Building – Dan Whisler reported that the committee met three times to times to discuss the progress of construction. Most of the steel work is completed, and exterior stud work is beginning. On January 22 the committee looked at adult and staff furniture and selected a nearly identical alternative brick from a different manufacturer, since the first choice was not in stock. On February 5th O’Neal Construction presented a preliminary schedule showing completion of the construction portion of project by December 1, 2019. The library will then need time to go through the punch list, install furniture and technology, and to move the books and materials. The goal is to have a soft opening by the end of January 2020. A later grand opening will follow after the demolition of the existing building and construction of the parking lot (depending on weather). Exterior brickwork will begin at the end of April/beginning of May 2019. DTE has completed the majority of their re-route of electrical lines. The library is re-issuing the check for payment to DTE which had never been cashed. New shelving will soon arrive to replace broken shelving in the children’s area. It will later be relocated to the new library. The next building committee meeting will be Tuesday, February 19th at 10 am.
- B. Bylaws – No report.
- C. Finance – The 6 month financial statement was presented.
- D. Marketing – No report.
- E. Personnel – No report.
- F. Policy – No report.
- G. Library Art & Ad Hoc Fund Development – Chair Peters reported that the fund development committee met on January 16th at 6 pm, followed by the Art Committee at 7 pm, chaired by

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Michelle Montour. Both committees will meet every other month. The next meeting will be March 27th at 6 & 7 pm. The new board members were briefed on the library's art policies. Board discussion followed on the opportunity to showcase local artists, emphasizing rotating artwork. The board also discussed track lighting for the atrium wall gallery space.

Approve Accounts Payable

Included is O'Neal Construction pay application #12 that was approved by the building committee. Motion by Dawson, seconded by Priest, to approve the accounts payable as presented. Motion carried unanimously.

Director's Report/Comments/Communications

Attached. The library delayed opening until Noon today, due to the icy conditions.

Trustee Comments

- Mary Jane Dawson – Announced the Lake Clean-up sponsored by the BYC on May 4th, followed by the Friends of the Library Used Book Sale on the same day.
- Alma Hughes-Grubbs – Thanked the Building Committee for their tireless effort and keeping them informed on what is going on.
- John Juriga – Proudly announced his son Jesse Juriga, who works for Google, had two commercials featured in the Super Bowl. Jesse believes in Belleville and he and his husband have pledged \$10,000 to the Library Fund.
- Barbara Gates – Mentioned the nice picture in the Independent Newspaper of the swearing in of the new library board.
- Linda Priest – Looking forward to seeing donation information and possible link on the library website.

Chair Comments

Sharon Peters – The community beam signing, followed by the Friends of the Library annual meeting, was a heartening and gratifying.

Condolences were expressed to the John Dingell family.

An orientation for new board members will be held on March 7 at 2 pm.

Adjournment

Motion made by Juriga, seconded by Gates. Motion carried. Meeting adjourned at 8:55 P.M.

Minutes submitted by: Alma Hughes-Grubbs

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Belleville Area District Library Board
2019 Board Committee Membership

Building Committee: Joy Cichewicz, chair, Mary Jane Dawson, John Juriga

Bylaws Committee: John Juriga, chair, Linda Priest

Finance Committee: Barbara Gates, chair, Joy Cichewicz

Marketing Committee: Alma Hughes-Grubbs, chair, Mary Jane Dawson, Barbara Gates

Personnel Committee: Linda Priest, chair, Barbara Gates

Policy Committee: Mary Jane Dawson, chair, Alma Hughes-Grubbs

DIRECTOR'S REPORT

February 2019

LIBRARY PROGRAMS January: Adults: 11 Youth: 8

LIBRARY VISITS	2018/19	2017/18	% change
January	7,041	8,072	-12.77%
Fiscal Year	54,658	62,274	-12.23%
TOTAL CIRC	2018/19	2017/18	% change
January	14,664	15,179	-3.39%
Fiscal Year	103,290	105,263	-1.87%
ADULT PROGRAMMING	2018/19	2017/18	% change
January	171	120	42.50%
Fiscal Year	612	709	-13.68%
CHILDREN'S PROGRAMMING	2018/19	2017/18	% change
January	147	220	-33.18%
Fiscal Year	1,839	2,428	-24.26%
ALL AGES PROGRAMMING:	2018/19: JAN: 0	Fiscal Year: 500	
REF. QUESTIONS	2018/19	2017/18	% change
January	2,554	2,313	10.42%
Fiscal Year	16,911	15,158	11.56%
INTERNET USE	2018/19	2017/18	% change
January	2,041	2,443	-16.46%
Fiscal Year	15,552	18,372	-15.35%
CHILDREN'S INTERNET	2018/19	2017/18	% change
January	180	199	-9.55%
Fiscal Year	1,503	1,461	2.87%

NEW LIBRARY: The beam signing ceremony was well attended, and the January weather cooperated. Although cold, it was a bright, sunny day. Due to snow and ice on the building site, a beam was made available to sign in the library's parking lot and then lifted into place by the crane operator:



FUND DEVELOPMENT: John Juriga's son and son-in-law, Jesse Juriga and Nathan Allen, have pledged \$10,000 over the next three years to the library's capital project fund. Google will match this donation each year, and the anticipated total donation will be \$20,000. The Friends of the Library, as a 501(c)(3), will facilitate this contribution for the library.

OPENING DAY COLLECTION: The library has issued a request for proposal for the opening day collection to Baker & Taylor, Brodart, and Ingram. The purpose of this collection will be to supplement the library's current collection with special focus on popular materials as well as areas of the non-fiction collection in need of updating. With the new library, we anticipate a return of our patrons who are using neighboring libraries, and we want to make sure that our book and materials collection is up to the task.

TECHNOLOGY: After much deliberation and consultation with the staff and the building committee, I recommend installing an Automated Materials Handling System in the new library. The library has asked each AMH vendor some additional questions in order to best

make a recommendation. Michelle, Hilary, George, and I visited the Commerce Township Library to see their AMH system. I plan to recommend a vendor at the March board meeting. The AMH system will greatly improve staff ergonomics on a task that is very repetitive; it will allow us to get the items to the shelves faster; and most importantly, it will allow us to deploy staff in other, more customer-centric ways.

SECURITY: Three young men (ages 18, 18, and 26) were caught pointing what turned out to be air guns at each other in the quiet study room last month. The police escorted them from the premises, and I informed the police officer that they were to be banned from the library for one year for violating our code of conduct.

PROGRAMS: Back by popular demand and in time for Valentine's Day is "Blind Date with a Book." Browse through our display of wrapped books showing only a summary. Check out the book, unwrap and enjoy. Movies and music will be added to the display as well. This month's Homegrown Knowledge program takes place on Valentine's Day. Adult services librarian Amy Greschaw will present an evening of themed readings and crafts beginning at 7 pm. Join us on Saturday, February 16 at 2 pm for an afternoon of storytelling with La'Ron Williams. His stories focus on folk tales from African and African American traditions, as well as tales from his own life. This program is intended for adults and older children.

STAFF: Librarian Theresa Spiteri-Zaidel and Circulation Clerk Beth Booher are on leaves of absence. Clerk Noelle Douglas has found a new duty at our library. In her non-work life she is an artist and has been helping the kids in the Comic Book Club to draw comics.

FRIENDS: The Friends of the Library elected board officers at their annual meeting on January 26. Donna Gilkey-Lavin is president, Katerina Tyner is vice-president, Rika Regentin is secretary, and Manny Lavin is treasurer. The Friends also presented a check for \$20,000 to the library's capital project fund with a pledge of \$5,000 during the upcoming year.