

**Belleville Area District Library Board
Meeting Minutes
March 12, 2019**

Call to Order

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

Pledge of Allegiance

Roll Call

Linda Priest conducted the roll call. The following persons were present: Joy Cichewicz, Mary Jane Dawson, Barbara Gates, John Juriga, and Sharon Peters. Alma Hughes-Grubbs arrived late at 7:32 pm and was excused. Also present: Library Director Mary Jo Suchy and Architect Dan Whisler.

Approve Agenda

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

Public Comments: None.

Approve February 12, 2019 Regular Meeting Minutes

Motion made by Dawson to approve minutes, seconded by Juriga, to approve the 2-12-2019 minutes as amended (deleted the second phrase "times to" in the first sentence of the Building Report). Motion carried unanimously.

Automated Materials Handling System Vendor Award

Motion made by Cichewicz to purchase the Tech Logic Automated Materials Handling System for a price not to exceed \$143,000. Gates seconded. If prepaid, the five year maintenance agreement would be \$30,600 (\$7,650 per year, beginning in year 2). The motion was amended to purchase the Tech Logic Automated Materials Handling System and a 5 year maintenance agreement for a price not to exceed \$173,600. Motion carried unanimously.

Opening Day Collection Vendor Award

Motion made by Cichewicz to award the Opening Day Collection bid to Baker and Taylor, seconded by Priest. Motion carried unanimously.

Updated Freedom of Information Act Policy

Updates are necessary to the library's FOIA policy due to state law amendments regarding contact information from the requester and clarification of when a request has been considered abandoned. Motion by Juriga, seconded by Dawson, to approve the Resolution to Approve FOIA Procedures and Guidelines, a Written Public Summary and Detailed Itemization. A roll call vote was taken. Ayes: Cichewicz, Dawson, Gates, Juriga, Peters, Priest, and Hughes-Grubbs. Nays: None. Motion carried unanimously.

Committee Reports

- A. Building – The committee approved pay application #13 from O'Neal Construction. DTE has cashed the library's check. Reports from Hennessey Engineering were received. Dean Kokkales from O'Neal Construction continues to work with the City regarding inspections, and

Approved (as corrected) 4-9-2019

with Comcast and DTE to get the Comcast box disconnected. Exterior stud work is in process, and roof installation is due the 2nd week of April, followed by the second floor concrete. Outside bricks will be delivered at the end of April. The HVAC units have been delivered and plumbing work on the roof drains has begun. The south stair tower steel was installed, and steel for the north stair tower is in process. Sumpter is ready to issue RFPs to contractors for the library branch. Juriga discussed having a beehive on top of the vegetative roof.

- B. Bylaws – No report.
- C. Finance – Mary Jo Suchy suggested that a possible budget amendment will be needed this year for the Automated Materials Handling System and the Opening Day Collection.
- D. Marketing – No report.
- E. Personnel - No report.
- F. Policy – No report.

The Ad Hoc Fund Development Committee and Library Art Committee will meet Wednesday, March 27th at 6 & 7 pm at the library. A \$5,000 donation for a planter, a bench, and 2 trees was recently received from Linda Grandmason in memory of her late husband.

Approve Accounts Payable

Motion made by Dawson and seconded by Gates to approve the accounts payable as presented. Motion carried unanimously.

Director's Report/Comments/Communications: Attached.

Trustee Comments

- John Juriga – Talked about eliminating children's fines. (Joy said she is all for it and stated that the Toledo Public Library has gotten rid of all fines). Announced that Music in the Park, sponsored by the Belleville Area Council for the Arts, will hold 9 concerts on Thursday evenings starting June 20th.
- Barbara Gates – Looking forward to the library board orientation.
- Joy Cichewicz – Sorry that she had to miss the last meeting. She inquired about the Garden Walk which will be on hiatus this year.
- Linda Priest – Also looking forward to the training and announced she is going to be a Grandmother for the first time.
- Mary Jane Dawson – Glad to see Joy back.
- Alma Hughes-Grubbs – Also looking forward to the upcoming training.

Chair Comments

Sharon Peters will be attending the memorial for her sister-in-law on April 9th so she will ask Mary Jane Dawson to take over for her at the April board meeting. Rosemary Otzman relayed that an audience member at the Sumpter Township board meeting hoped that the library could have a used book sale in the branch.

Adjournment

Motion made by Juriga, seconded by Priest to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:32 pm.

Minutes submitted by: Alma Hughes-Grubbs

DIRECTOR'S REPORT

March 2019

LIBRARY PROGRAMS February: Adults: 9 Youth: 13

LIBRARY VISITS	2018/19	2017/18	% change
February	7,034	7,883	-10.77%
Fiscal Year	61,692	70,157	-12.07%
TOTAL CIRC	2018/19	2017/18	% change
February	14,187	14,917	-4.89%
Fiscal Year	117,477	120,180	-2.25%
ADULT PROGRAMMING	2018/19	2017/18	% change
February	57	66	-13.64%
Fiscal Year	669	775	-13.68%
CHILDREN'S PROGRAMMING	2018/19	2017/18	% change
February	221	168	31.55%
Fiscal Year	2,060	2,596	-20.65%
ALL AGES PROGRAMMING:	2018/19:	FEB: 0	Fiscal Year: 500
REF. QUESTIONS	2018/19	2017/18	% change
February	2,335	2,261	3.27%
Fiscal Year	19,246	17,419	10.49%
INTERNET USE	2018/19	2017/18	% change
February	2,060	2,303	-10.55%
Fiscal Year	17,612	20,675	-14.81%
CHILDREN'S INTERNET	2018/19	2017/18	% change
February	141	151	-6.62%
Fiscal Year	1,644	1,612	1.99%

NEW LIBRARY: I am happy to report that DTE has cashed their check. The south steel stairs have been completed, allowing architect Dan Whisler to snap a photo of the view from our second floor rooftop terrace:



FUND DEVELOPMENT: A library fund development page is now available on our website that contains basic contribution information. Our staff is also researching the possibility of having a Paypal button on this page.

OPENING DAY COLLECTION: The librarians responsible for selecting books and materials for our library have evaluated the opening day collection proposals from Baker & Taylor, Brodart, and Ingram. I met with them last week and they unanimously concluded that Baker & Taylor will be best equipped to help us through this process.

TECHNOLOGY: When comparing the prices of Automated Materials Handling systems that will meet the library's needs, we discovered that the price range between the vendors was about \$10,000. We are recommending the 5 bin system from Tech Logic that offers patrons the ability to return multiple items at once, thus mimicking the feel of a traditional book return.

PROGRAMS: I am pleased to announce the return of Science Kidz! Children at last Wednesday's program learned about Newton's first law of motion and made a speed racer sail car to take home. Nakenya Lewis Yarbrough told me about a very positive experience she had at McBride Middle School showing the students how to do a story time for kindergartners and first graders. The March Homegrown Knowledge program will feature Toot Sweet Brass. Friends of the Library board member Marty Wilson brought this program to our attention – her son Bill is a member of the band. The BADL will hold a Local Author Fair on May 18, and are currently in the process of accepting applications from local authors. Our keynote speaker will be Belleville's own nationally acclaimed author Beverly Jenkins.