

**Belleville Area District Library Board**  
**Meeting Minutes**  
**April 9, 2019**

**Call to Order**

Mary Jane Dawson called the meeting to order at 7:31 P.M.

**Pledge of Allegiance**

**Roll Call**

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

**Approve Agenda**

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

**Approve 3-12-19 Regular Meeting Minutes**

Motion by Juriga, seconded by Priest to approve the minutes as corrected (changed 12 concerts to 9 concerts under John Juriga's Trustee Comments). Seconded by Priest. Motion carried unanimously.

**Public Comments:** None.

**Committee Reports**

- A. Building – The committee met twice since the last board meeting. They chose a replacement laminate for the elevator, since Otis Elevator could not supply the originally selected stainless steel finish. The committee selected chairs for the second floor, approved a \$55,000 credit for lighting due to cost savings found in the light fixture budget, and accepted a \$3,000 increase to the cost of the sunshade. The Belleville DDA discussed options for the remaining portion of 4<sup>th</sup> Street, including closing it off to make a green space. Suchy met with AT&T regarding telecommunications for the new Sumpter branch. AT&T credited the library with approximately \$25,000 for the utility relocations at the downtown site. Comcast has removed their feed from the last power pole. The vegetative plant plan for the roof contains plants that are drought tolerant and bee friendly (pollinators with a long blooming season). Structural steel is complete, exterior steel studs are mostly complete, and work on sheathing and window trims is in progress. Half of the roof is complete, the other half will be finished once the skylight is in place. The 2<sup>nd</sup> floor concrete slab will be poured later next week. Brick is expected in late April. The temporary sidewalk slab was poured from the library sidewalk to Charles St.
- B. Bylaws– No report.
- C. Finance – No report.
- D. Marketing – The committee met on March 20<sup>th</sup> and brainstormed ideas for promoting the new library. Ideas considered include holding another Legacy Event, a Donor Appreciation Event, Time Capsule Dedication, Ice Cream Social, and Open House in May/June. The library will celebrate National Library Week with Cookies and Compliments. A Board member and Librarian will greet patrons and offer them cookies and they can pick out a compliment from a basket.
- E. Personnel – No report.

- F. Policy – Juriga suggested eliminating fines for children’s books but doesn’t know how it will affect the budget. He made a motion to explore the possibility of eliminating fines for children’s books and then amended it to include all fines. Seconded by Priest. Motion carried unanimously. Juriga will form an ad hoc committee to gather information and report back.
- G. Library Ad Hoc Fund Development Committee – Suchy reported that they have raised \$345,000 so far. They are considering holding another Legacy @ Your Library Event, Time Capsule Event, and special thank you for charter donors in spring 2020.
- H. Art Committee – The committee recommended having rotating art work, featuring multiple art mediums from all age groups, including students. Contracts between the library and the artists are being explored. The next art committee meeting will be held at the end of May. The committee will invite the architect and interior designer to bring the floor and wall color samples that have been chosen.

### **Approve Accounts Payable**

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

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

Attached.

### **Trustee Comments**

- Joy Cichewicz – Glad we are celebrating National Library Week and liked her compliment.
- Linda Priest – Shared that she attended and enjoyed the training on the open meetings act and the budget.
- John Juriga – Announced that he has set up an advisory board for the bees made up of Therese Antonelli, a representative from Bees in the D, someone from the state, and Jim Wagoner. He proposed that the new library be wired to accommodate a full generator so library could be a heating and cooling center if power goes out.
- Alma Hughes-Grubbs – Encouraged everyone to participate in “Cookies and Compliments”.

### **Chair Comments**

Acting Chair Mary Jane Dawson, shared the Thursday’s Homegrown Knowledge program will be the “War of 1812 on Lake Erie” at 7 pm. The Friends’ Book sale and Plant Swap will be on May 4. The Lake clean-up is also on May 4 beginning at 9 am. She encouraged the board to test out the sample chairs for the second floor reader seating area.

### **Adjournment**

Motion by Juriga, seconded by Cichewicz to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 8:25 pm

Minutes submitted by: Alma Hughes-Grubbs.

**DIRECTOR'S REPORT**

April 2019

**LIBRARY PROGRAMS March: Adults: 9 Youth: 18**

<b>LIBRARY VISITS</b>	<b>2018/19</b>	<b>2017/18</b>	<b>% change</b>
March	7,828	8,825	-11.30%
Fiscal Year	69,520	78,982	-11.98%

<b>TOTAL CIRC</b>	<b>2018/19</b>	<b>2017/18</b>	<b>% change</b>
March	17,224	16,244	6.03%
Fiscal Year	134,701	136,424	-1.26%

<b>ADULT PROGRAMMING</b>	<b>2018/19</b>	<b>2017/18</b>	<b>% change</b>
March	77	69	11.59%
Fiscal Year	746	844	-11.61%

<b>CHILDREN'S PROGRAMMING</b>	<b>2018/19</b>	<b>2017/18</b>	<b>% change</b>
March	652	375	73.87%
Fiscal Year	2,712	2,971	-8.72%

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

<b>REF. QUESTIONS</b>	<b>2018/19</b>	<b>2017/18</b>	<b>% change</b>
March	2,572	2,382	7.98%
Fiscal Year	21,818	19,801	10.19%

<b>INTERNET USE</b>	<b>2018/19</b>	<b>2017/18</b>	<b>% change</b>
March	2221	2604	-14.71%
Fiscal Year	19,833	23,279	-14.80%

<b>CHILDREN'S INTERNET</b>	<b>2018/19</b>	<b>2017/18</b>	<b>% change</b>
March	139	186	-25.27%
Fiscal Year	1,783	1,798	-0.83%

**NEW LIBRARY:** The electricians have been installing the electrical floor boxes on the 2<sup>nd</sup> floor prior to the concrete being poured. The roof is also being installed.

The City of Belleville DDA recently discussed options for the remainder of 4<sup>th</sup> Street once the library construction is complete. Potential plans center upon making the area into more of a public space, including the ability to close off the street for special events, or even closing the street and creating a green space. In the board pack, I am sharing an article from the DDA meeting titled *Placemaking Main Street into a Destination Downtown* that contains a brief reference to the role of public libraries as “community anchors”.

**OPENING DAY COLLECTION:** Hilary and I had a two hour conference call with our collection development team at Baker & Taylor to discuss the intricacies of cataloging, tagging, applying spine labels, etc. to the items we purchase for the opening day collection. Our library uses many different location codes and library labels in order to best assist our public in finding the items they are looking for, and detailed instructions must be conveyed to B & T.

**PROGRAMS:** Happy National Library Week! We are celebrating by handing out cookies and compliments at a table near our entrance. The handwritten compliments are in a bowl, and library visitors are encouraged to write down compliments for others. Librarians will also be stationed nearby to explain some of the library’s digital services and programs.

The next two Home Grown Knowledge programs have history themes. This Thursday’s program covers the role of the Great Lakes in the War of 1812 and is presented by one of our librarians, Theresa Spiteri-Zaidel. Next May’s program, presented by Keith Bruder, will be about the 1918 Spanish flu pandemic.

**FINES:** Numerous libraries, including our library, are once again participating in the Gleaners Foodbank “Food for Fines/Food for Thought” program during the month of April. For every food item donated, \$1 in library fines are forgiven (up to \$5.00 per library card). Many patrons donate food whether or not they have fines.

The topic of going fine free has been discussed at various committee meetings in The Library Network. The Hartland-Cromaine Library has not charged fines for quite some time. The Milford Library and the Redford District Library recently went fine free and have so far been very happy with the transition.