

Belleville Area District Library Board
Meeting Minutes
July 8, 2014

Call to Order

Chair Mary Jane Dawson called the meeting to order at 7:02 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, John Juriga, Elaine Gutierrez, Joe Monte, Library Director Debra Green, and Assistant Director Mary Jo Suchy.

Approve Agenda

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

Approve June 10, 2014 Regular Meeting Minutes

Motion by John Juriga, seconded by Mike Boelter to approve the minutes of the June 10, 2014, Regular Meeting as presented. Motion carried unanimously.

Approve June 18, 2014 Special Meeting Minutes

Motion by John Juriga, seconded by Elaine Gutierrez, to approve the minutes of the June 18, 2014, Special Meeting as presented. Motion carried unanimously.

Public Comments

John Delaney explained the increase in the cost of installing the sign on the DNR property that was due to a miscommunication with Van Buren Township regarding whether or not a permit was needed. Mike Boelter recommended that the director proceed with paying the invoice (\$700).

Committee Reports

- A. Finance – No report.
- B. Marketing – An information card describing the August ballot proposals was mailed to all residents.
- C. Personnel – Mike Boelter will send out a copy of the director's evaluation to the board to be completed by August 9.
- D. Bylaws – No report.
- E. Policy – No report.
- F. Building – John Juriga is still trying to get quotes for the outdoor fascia as well as a heating cable for the roof.

Approve Accounts Payable

Motion by Elaine Gutierrez, seconded by Christina Brasil, to approve the accounts payable as presented. Discussion ensued regarding the cost of tree trimming. Motion carried unanimously.

Director's Report

See attached. The literacy program is currently tutoring 15 students. The library would like to offer ESL tutoring, but lack of tutoring space at the library has been an issue.

Trustee Comments

John Juriga asked whether last month's taping of the meeting had been posted to YouTube. He shared that the library has 18,000 cardholders and approximately 122,000 visitors last year. He announced that the BACA Garden Soiree raised \$3,500 for Music Lakeside. Joe Monte discovered while he was in Tawas that they are in the process of building a new library across the street from Tawas Bay. Joy Cichewicz reminded people of the August 5, election that is very important to the library. Elaine Gutierrez announced Art Affair on Main which will take place July 26-27. Christina Brasil reminded everyone of the Huron Watershed program that will be presented at the library on Saturday at 11 am by Dave Wilson. Mike Boelter commented on how great the literacy program is wishes to see more publicity for it. He thanked John Delaney for erecting the sign on the DNR site.

Chair Comments

Chairperson Dawson thanked everyone for coming. In response to questions from the audience:

- July 17, is the last day to register with Wayne County to run for the library board.
- The postcard that the library mailed out was for information only. There is a ballot committee that is also doing a mailing.
- The library's circulation was down slightly last year. One likely cause is that the economy is improving. The library had seen double digit increases in circulation when the economy was poor.
- Regarding the traffic light, the library has met with Wayne County. Wayne County recommended that the driveway be aligned with Quirk Rd. The actuated traffic signal is recommended due to the site line. The light will always be green for Belleville Rd. traffic unless there is traffic from Quirk or the library.

Adjournment

Motion by John Juriga, seconded by Mike Boelter, to adjourn at 7:48 pm. Motion carried unanimously.

Minutes submitted by: Joy Cichewicz

DIRECTOR'S REPORT JULY 2014

TOTAL CIRC.	2013/14	2012/13	% change
June	17,112	17,930	-4.56%
Fiscal Year	209,918	220,479	-4.79%

CHILDREN'S PROGRAMMING	2013/14	2012/13	% change
June	3,982	2,542	56.65%
Fiscal Year	8,574	8,332	2.90%

ADULT PROGRAMMING	2013/14	2012/13	% change
June	94	93	1.08%
Fiscal Year	1,439	1,476	-2.51%

REF. QUESTIONS	2013/14	2012/13	% change
June	2,185	2,423	-9.82%
Fiscal Year	29,874	30,923	-3.39%

INTERNET USE	2013/14	2012/13	% change
June	3,052	3,137	-2.71%
Fiscal Year	39,315	42,653	-7.83%

CHILDREN'S INTERNET	2013/14	2012/13	% change
June	275	246	11.79%
Fiscal Year	2,883	3,306	-12.79%

LIBRARY SERVICES: The Belleville Garden Club is a member of Michigan Garden Clubs, Inc. As a member I receive the *Thru the Garden Gate* eNewsletter. In an introduction to the not so tech savvy gardener, I found the following two references to libraries. *"If you have problems downloading, consider going to a local library where equipment is more powerful."* ... *"All articles are limited to 150 words and written as an email attachment in a Microsoft Word Document. Most libraries can help with this."*

PERSONNEL: Shelving page Chris Willson resigned in June. He graduated from high school and is working almost full time at O'Reilly's Auto Parts Distribution Center on Haggerty. We gave the page exam to 8 applicants. One of the top candidates accepted another job before her interview. The economy really does seem to be picking

up. Another of the top two candidates, Erin Douglas, started on June 30. Her older sister Jackie is a currently a desk page and began several years ago as a shelving page.

Hilary created a summer reading bingo card just for the staff. We are all having a great time with it! I forgot how competitive I was.

PROGRAMS: We are in the midst of the all ages Summer Reading Programs. So far, 96 have registered for the preschool Read-to me program, 274 have registered for the elementary age Summer Reading Program, 70 have registered for the teen program, and 36 adults have registered for the Adult Reading Program. At last ten staff members are also doing the staff reading program.

TECHNOLOGY: It doesn't seem possible, but the library's file server is already four year's old. Former technology student assistant Can (John) Gokcek, who installed the last server, is helping us out this summer, so we will be using his talents to purchase and set up a new server.