

**Belleville Area District Library Board**  
**Meeting Minutes**  
July 12, 2011

**Call to Order**

Chair Mary Jane Dawson called the meeting to order at 7:00 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, Elaine Gutierrez, John Juriga, Joe Monte, Library Director Debra Green, and Assistant Director Mary Jo Suchy.

**Approve/Amend Agenda**

Motion by John Juriga, seconded by Christina Brasil, to approve the agenda as presented. Motion carried unanimously.

**Approve June 14, 2011 Regular Meeting Minutes**

Motion by Elaine Gutierrez, seconded by Christina Brasil, to approve the minutes of the June 14, 2011 Regular Meeting as corrected (fix the spelling of "public" under the "Report on the Trustee Seminar"). Motion carried unanimously.

**Approve June 14, 2011 Closed Session Meeting Minutes**

Motion by Mike Boelter, seconded by John Juriga, to approve the minutes of the May 31, 2011 Closed Session Meeting as presented. Motion carried unanimously.

**Public Comments**

It was asked if public comments could come at the end of the meeting. It was explained that per library attorney Anne Seuryneck, it is preferable for public comment to come at the beginning of the meeting so as not to have to wait through the entire meeting to make their comments. Public comments can also be made regarding specific agenda items during the meeting.

**Health Reimbursement Arrangement for BADL Employees**

The Personnel Committee met with Mike Arsenault. He advised that the flexible spending arrangement would be more appropriate for a larger employee pool. Health reimbursement is more manageable for a smaller organization and is recommended. The HRA plan will allow the library to move forward with higher deductible health plans while helping to defray some of these costs to the employees. Motion by Joe Monte, seconded by John Juriga, to approve, in principle, the health reimbursement plan at an annual rate of \$1,000 per family, and \$500 per single employee for any employee covered by a BADL health plan. Motion carried unanimously.

### **Committee Reports**

- A. Marketing – The library staff is working with the graphic designer on the next newsletter.
- B. Personnel – The committee set the following timeline for the Director's Evaluation: The director's goals and self evaluation are due July 15. The board evaluations, including a minimum of one hour of observation at the library, are due July 29. Christina Brasil will tabulate the results and average the scores. The committee will meet on August 2, at 7:00 pm to discuss the evaluation in closed session. The evaluation will be on the agenda of the August 9, 2011, board meeting. In response to public comment, the board stated that there would not be public input into the evaluation and that Debra Green is under a two year contract and was not hired on an interim basis.
- C. Bylaws – No report.
- D. Policy – The committee met regarding mileage reimbursement. The library currently has no mileage reimbursement policy. The committee decided to postpone making a decision at this time until the board has a better handle on the budget.
- E. Building – Deferred to closed Session.
- F. Finance – The library is officially cutting its own checks and will start doing its own reports next month. Debra Green and Elaine Gutierrez will meet with Chase Bank next week to get an update on the accounts.

### **Approve Accounts Payable**

Motion by Elaine Gutierrez, seconded by Christina Brasil, to approve the accounts payable as presented. Motion carried unanimously.

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

Attached. The eBook program is growing. There were 615 check outs from the library's Overdrive collection during the past four months.

### **Trustee Comments**

Mike Boelter apologized for having to miss the Policy Committee meeting. Elaine Gutierrez is anxious to see how the forum turns out. Joe Monte agreed that he also was looking forward to getting feedback from the forum. Joy Cichewicz mentioned that the Sumpter Planning Commission will be meeting after all on July 14 and will not be at the forum. Christina Brasil took forum flyers to the Van Buren Township Board and to the School Administration building. John Juriga said that the teen program last Monday featuring the Gratitude Steel Band and teen tie-dye project was wonderful.

### **Chair Comments**

Chairperson Dawson hopes for a good turnout at the July 14 forum.

### **Closed Session: Pursuant to MCL 15.268 (d) to consider the purchase and/or lease of real property by the Belleville Area District Library**

At 7:50 pm, Christina Brasil moved to recess the regular meeting and enter into Closed Session with Attorney John Day and Architect Dan Whisler to consider the purchase or lease of real property, pursuant to MCL 15.268. Mike Boelter seconded. A roll call vote was taken. Ayes: Mike Boelter, Christina Brasil, Joy

Cichewicz, Mary Jane Dawson, Elaine Gutierrez, John Juriga, and Joe Monte.  
Nays: None. Motion carried unanimously.

The closed session adjourned at 9:01 pm, and the regular meeting reconvened.

**Adjournment**

Motion by Mike Boelter, seconded by Christina Brasil, to adjourn at 9:01pm. Motion carried unanimously.

Minutes submitted by: Joy Cichewicz

**DIRECTOR'S REPORT**  
**July 2011**

<b>CIRCULATION</b>	<b>2010/11</b>	<b>2009/10</b>	<b>% change</b>
June	19,448	20,498	-5.12%
Fiscal Year	218,366	215,181	1.48%

<b>CHILDREN'S PROGRAMMING</b>	<b>2010/11</b>	<b>2009/10</b>	<b>% change</b>
June	2,094	2,408	-13.04%
Fiscal Year	6,818	7,928	-14.00%

**ADULT PROGRAMMING:** June = 52

**TEEN PROGRAMMING:** June = 98

In the last four days of June we held five programs serving ages 3 to 83 (?) for a total program attendance of 339. Monday was the teen program with 46 teens in the program room doing Henna tattoos. Tuesday was the Summer Reading Program for readers in grades one through five with attendance of 190 (including parents). Tuesday night 27 adults attended the program presented by author Doc Fletcher on canoeing Michigan and Wisconsin rivers including the paddles, the towns, and the taverns. Wednesday night was the Read to Me program for preschoolers with an attendance of 62 and Thursday brought the African American Book Group discussion with 10. Wednesday night was also the knitting group with 3. We joked about adding "moving and rearrangement of furniture" to the librarian job description. July's programming attendance should be even higher as we have four weeks of Summer Programs compared to the two in June. Last year we did three and three.

<b>REF. QUESTIONS</b>	<b>2010/11</b>	<b>2009/10</b>	<b>% change</b>
June	2,595	2,679	-3.14%
Fiscal Year	31,481	30,501	3.21%

<b>INTERNET/PC USE</b>	<b>2010/11</b>	<b>2009/10</b>	<b>% change</b>
June	3,717	3,405	9.16%
Fiscal Year	41,133	41,816	-1.63%

<b>CHILDREN'S INTERNET</b>	<b>2010/11</b>	<b>2009/10</b>	<b>% change</b>
June	238	277	-14.08%
Fiscal Year	3,238	4,524	-28.43%

**PERSONNEL:** Marcel Matthews retired after working for us eleven years. She will be 88 in August. She had worked about 10 hours a week on magazines and book processing. We are streamlining the process some and splitting the duties among other staff. Hilary has been on the move: we moved her office, she moved from Ann Arbor to Willis, and she attended the ALA annual conference in New Orleans.

**FINANCE:** We received our first check through Paychex. It was for the partial pay period of July 1 and 2. Other than a couple of misspelled names everything seems to have worked okay. We won't be transferring the General Ledger data from the city for a few weeks as Molly needs to complete entering transactions. The city will make adjustments until the audit is completed in September. This should not be a problem as we are working in a different fiscal year. We have written checks on the Accounts Payable system though.

**OTHER LIBRARIES:** Garden City Library will reopen later in July. There will be a library millage on the ballot in November. If it passes they will remain open and if not they will close again.

**MEMORIALS:** A long time and very avid library patron passed away recently and the staff would like to do something to honor him. We thought of donating books in one or several of his interest areas or purchasing a new chair or loveseat as he sometimes took short naps while reading, but I would really like to do something that would be a part of our new library building. This led me to think about how we might incorporate a donor and/or memorial wall in the new building. Obviously this requires much further thought and discussion by the board.