

Belleville Area District Library Board
Meeting Minutes
May 14, 2019

Pledge of Allegiance

Roll Call

Alma Hughes-Grubbs conducted the roll call. The following persons were present: Mary Jane Dawson, Alma Hughes-Grubbs, John Juriga, Sharon Peters, Linda Priest, Joy Cichewicz, Barbara Gates (excused, arrived 8:11 pm), Library Director Mary Jo Suchy, and Architect Dan Whisler.

Approve Agenda

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

Approve 4-9-19 Regular Meeting Minutes

Motion by Dawson to approve the April 9, 2019, minutes. Seconded by Juriga. Motion carried unanimously.

Public Comment: None.

Cleaning Service

Motion by Juriga to hire Populist Cleaning. Seconded by Dawson. Motion carried unanimously.

Committee Reports

- A. Building – Sumpter Township will be accepting bids for a construction manager for the Sumpter satellite. The bid pack for exterior signage on the main library is due May 24. The millwork bid package is still pending. Brick installation has begun on the Charles St. side of the new library. Metal wall studs, plumbing, overhead piping, and ductwork are being installed on the second floor. The first floor is being prepared for the pouring of the concrete floor. The schedule for vacating the present library is being considered and a quote will be requested from ETC regarding the lead and vermiculite abatement. The upcoming DDA meeting will include the 4th street multi-purpose project. The library will coordinate its remediation plans for 4th street with the DDA. The committee has picked out furniture, carpeting, and upholstery. The Architect reported the new library should be ready by end of December and the vacating of the present building will take place sometime in January. The committee will continue to plan details for the move, demolition of the present building, and parking.
- B. Bylaws– No report.
- C. Finance –
 - 1. The board reviewed the nine month financial statement.
 - 2. Budget line item amendment: Cichewicz made a motion to increase account 980.000 (New Equipment/Office Furniture) to \$70,000 to pay for the Automated Materials Handling System. Priest seconded. Motion carried unanimously.
- D. Marketing – The committee is working on a calendar of events for the public.
- E. Personnel – No report.
- F. Policy – No report.
- G. Ad Hoc Committee on Fines – The committee met and reviewed articles and information regarding fines in libraries. Library fines account for less than one percent of the budget. The American Library Association passed a resolution encouraging libraries to eliminate fines, since

Approved 6-11-2019

they create a barrier to library access. Juriga made a motion to eliminate all fines except for replacement costs for books not returned. Dawson seconded. The goal will be to implement the new fine policy July 1st, after the policy committee makes a recommendation to update the circulation policy. Motion carried unanimously.

H. Ad Hoc Committee on Fund Development – The committee reported they were able to top their goal of \$400,000 after the recent donation of \$100,000 over 3 years from the Darling family in memory of Judy Anne Darling. The donation will support the early childhood wing and childhood literacy. Signage in front of the story room will acknowledge this generous donation.

Approve Accounts Payable

Motion by Dawson, seconded by Gates to approve the accounts payable. Motion carried unanimously.

Director's Report/Comments/Communication Attached.

Trustee Comments

- Linda Priest – Commented on the success of the Friends' used book sale and plant swap.
- Joy Cichewicz – Interested in plans for the vegetative roof garden. Is looking forward to a Mardi Gras style goodbye celebration in the old library before it is torn down.
- Mary Jane Dawson – Thanked those who worked on the fines committee.
- Alma Hughes-Grubbs – Loves seeing the progress on the library.
- John Juriga – Suggested a contest for guessing the number of bricks in the new library. Updated the board on his Bees at the Library proposal and the meeting he held with Therese Antonelli, Bees in the D, and local beekeeper, Jim Wagner. He suggested the following slogan: The Library puts the "Bee" in Belleville.
- Barbara Gates – Advocated for the need for public education regarding bees, perhaps at a Homegrown Knowledge Series. She volunteered to be on the bee committee.

Chair Comments – Peters expressed thanks to the Friends of the Library group and all they do. Appreciates efforts of the director, staff, and everyone in the room for their support.

Adjournment

Motion made by Juriga, seconded by Cichewicz, to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 9:18 pm

Minutes submitted by: Alma Hughes-Grubbs.

DIRECTOR'S REPORT**May 2019****LIBRARY PROGRAMS April: Adults: 10 Youth: 15**

LIBRARY VISITS	2018/19	2017/18	% change
April	7,818	8,515	-8.19%
Fiscal Year	77,338	87,497	-11.61%

TOTAL CIRC	2018/19	2017/18	% change
April	14,760	14,555	1.41%
Fiscal Year	149,461	150,979	-1.01%

ADULT PROGRAMMING	2018/19	2017/18	% change
April	216	223	-3.14%
Fiscal Year	962	1,067	-9.84%

CHILDREN'S PROGRAMMING	2018/19	2017/18	% change
April	281	400	-29.75%
Fiscal Year	2,993	3,371	-11.21%

ALL AGES PROGRAMMING: 2018/19: April: 0 Fiscal Year: 500

REF. QUESTIONS	2018/19	2017/18	% change
April	2,363	2,015	17.27%
Fiscal Year	24,181	21,816	10.84%

INTERNET USE	2018/19	2017/18	% change
April	2,398	2,419	-0.87%
Fiscal Year	22,231	25,698	-13.49%

CHILDREN'S INTERNET	2018/19	2017/18	% change
April	127	156	-18.59%
Fiscal Year	1,910	1,954	-2.25%

NEW LIBRARY: Bricklaying on the south side of the library is scheduled to begin on Monday, May 13, weather permitting. The local Masonic Lodge (Myrtle Lodge #89) has volunteered to perform a cornerstone laying ceremony. We are coordinating this with our construction company but are tentatively scheduling this for Saturday June 22 or Saturday June 29.

We are obtaining pricing from Envisionware for some of their other services, including their public computer time/print management system, wireless printing, and their fax/scan service. Dan Whisler has been in touch with Envisionware regarding specifications for the RFID security gates. Dan and I also had a conference call with Tech Logic regarding their installation of the Automated Materials Handling System.

OPENING DAY COLLECTION: We had a conference call with Baker & Taylor and representatives from The Library Network's acquisitions/cataloging department and shared automation department. Our librarians also had a conference call with Baker & Taylor's collection specialists, and we plan to begin ordering books and materials shortly.

PROGRAMS: The library's Local Author Fair will be held on Saturday, May 18. Our keynote speaker, Beverly Jenkins, will kick off the fair at 1 pm. Thirteen local authors will be on hand from 2 – 4 pm to sign their books.

Tara McCann is scheduling appearances at school assemblies to talk up our Summer Reading Program. This year's theme is "A Universe of Stories."

FINES: Attached to this report is an article from Library Journal titled "The End of Fines" as well as the American Library Association's "Resolution on Monetary Library Fines as a Form of Social Inequity" that was passed this January.

The Library Journal article notes that fines generally represent less than 1% of a library's revenue and that fine revenue has declined in libraries due in part to library automatic renewal policies and the increase in circulation of electronic materials. Many libraries who have gone fine free have noted an increase in their circulation and usage.

The ALA Resolution states that library fines create a barrier to library access, it urges libraries to actively move toward eliminating fines, and it urges governing bodies to strengthen other sources of funding for libraries.

The library board fines committee supports going fine free beginning in the next fiscal year (July 2019). They are also investigating the possibility of eliminating past fines. If the increase to penal fine revenue continues to hold true, this will more than make up for any loss of revenue due to fines. The library would continue to send bills for items that have not been returned and are considered lost.

At their last meeting, the Shared Automation System Users' Group discussed how a shared system library should implement going fine free. In short, no consensus was reached, but concern was expressed regarding impact on neighboring libraries. Currently, the owning library of an item sets the fine for that item. Libraries in The Library Network who are fine free include: Hartland-Cromaine, Milford, Redford, and Garden City. Taylor will go fine free beginning July 1. Libraries considering going fine free include: Allen Park, Oak Park, and Southgate.

JANITORIAL SERVICES: The library has experienced much turnover in its custodial staff over the past two years. To better streamline this service (including hiring, training, and supervising), I recommend moving to a janitorial company at this time. I have included a summary in the board pack of the four quotes the library has received. Although a janitorial

Approved 6-11-2019

service appears more costly, there are many hidden costs involved in hiring custodians on the library's payroll.

STAFF: We have hired three new student assistants to help with the RFID project and to potentially replace two student assistants who will be going away to college this fall. Our staff has made great strides in RFID tagging, but much more is left to do. Our new student assistants are Liz Valicenti, Tatiana Foley, and Lauren McKnight.