

Belleville Area District Library Board
Meeting Minutes
July 9, 2019

Pledge of Allegiance

Roll Call

Peters called the meeting to order at 7:32 PM. Roll call. Present: Joy Cichewicz, Mary Jane Dawson, Barbara Gates, Alma Hughes-Grubbs, John Juriga, Sharon Peters, Linda Priest (excused, arrived at 7:58 pm), and Library Director Mary Jo Suchy.

Approve Agenda

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

Approve 6-11-19 Regular Meeting Minutes

Motion by Dawson to approve June 11, 2019 minutes. Seconded by Juriga. Motion carried unanimously.

Public Comment: None.

Committee Reports

- A. Building – Cichewicz – The committee met with Carol Thompson from the DDA and Spicer Engineering regarding coordination of the library project with the DDA's potential plans for 4th St. Dan Whisler and O'Neal Construction met with the steel contractor to resolve their request for additional money. The steel company released the shop drawings for the circular stairway. Framing for the windows has been measured and ordered. A library time capsule will be embedded in the column by the local history room. Cichewicz and Suchy met with the construction manager for the Sumpter Branch. The construction manager is working on a control budget and is planning to have construction completed by the end of October.
- B. Bylaws– Juriga – No report.
- C. Finance – Gates – No report.
- D. Marketing – Hughes-Grubbs – The committee will meet on July 10 at 11 am.
- E. Personnel – Priest – No report.
- F. Policy – Dawson – The committee will meet July 10 at 11 am to discuss the bulletin board policy and the meeting room policy for the new library.
- G. Art – Peters – The committee will meet July 30 at 7 pm.

Approve Accounts Payable

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

Director's Report/Comments/Communication Attached. A state law was enacted that allows library employees to administer Narcan in an emergency. The board discussed the Narcan training that was held at the library as well as the possibility of having defibrillators at the new library.

Trustee Comments

- Alma Hughes-Grubbs – Very pleased that the Cornerstone Ceremony was such a success.

Approved 8-13-2019

- Mary Jane Dawson – Hoped everyone enjoyed their 4th of July. The BYC fireworks were amazing.
- Linda Priest – Her family has left town and she is refocusing on the library. She observed that some libraries have social workers on staff.
- Joy Cichewicz – She thought the Cornerstone Ceremony was very impressive, and she likes the brick, especially after they acid washed it.
- Barbara Gates – Her hair stylist commented on how fast the library is going up. There is definitely buzz in the community about the new library.
- John Juriga – Commented that it would be nice to have a senior citizen and grandchild helping to lay the cornerstone. This Thursday Jill Jack will perform at Music Lakeside, and Moving the Mitten will sponsor an ice cream social at this event.

Chair Comments – Peters – Thanked Dawson for her work on the Cornerstone Ceremony and for organizing the ice cream at this event. She thanked Hughes-Grubbs for her work on the Marketing Committee.

Adjournment

Motion to adjourn by Juriga, seconded by Dawson. The meeting adjourned at 8:35 PM.

Minutes submitted by: Alma Hughes-Grubbs.

DIRECTOR'S REPORT

July 2019

LIBRARY PROGRAMS June: Adults: 8 Youth: 9

LIBRARY VISITS	2018/19	2017/18	% change
June	7,983	8,578	-6.94%
Fiscal Year	93,740	104,319	-10.14%

TOTAL CIRC	2018/19	2017/18	% change
June	15,129	15,455	-2.11%
Fiscal Year	179,584	181,992	-1.32%

ADULT PROGRAMMING	2018/19	2017/18	% change
June	50	81	-38.27%
Fiscal Year	1,242	1,239	0.24%

CHILDREN'S PROGRAMMING	2018/19	2017/18	% change
June	1,584	2,409	-34.25%
Fiscal Year	6,498	7,234	-10.17%

ALL AGES PROGRAMMING: 2018/19: June: 130 Fiscal Year: 630

REF. QUESTIONS	2018/19	2017/18	% change
June	2,139	2,199	-2.73%
Fiscal Year	28,744	26,051	10.34%

INTERNET USE	2018/19	2017/18	% change
June	1,910	2,375	-19.58%
Fiscal Year	26,412	30,413	-13.16%

CHILDREN'S INTERNET	2018/19	2017/18	% change
June	147	276	-46.74%
Fiscal Year	2,202	2,419	-8.97%

NEW LIBRARY: Hilary Savage, some of the librarians, and I met with Dan and Jennifer (our architect and interior designer) last Tuesday regarding shelving for the new library. We plan to use as much of our existing shelving as possible in the new building and supplement with new shelving. The children's and teen areas will have all new shelving. A-V materials and some of the shelving in the children's area will have sloped shelves and multiple

dividers on each shelf in order to keep materials from falling over. We will make use of current non-fiction shelving in the staff and supply room areas and plan to purchase new shelves for the remainder of non-fiction.

PROGRAMS: The Cornerstone Ceremony performed by the Masonic Temple, followed by the library's ice cream social, was very well attended. The Masons used a gavel owned by George Washington during the ceremony. A special thanks to Myrtle Lodge No. 89 for performing the cornerstone ceremony. I am also grateful to MJ Dawson for organizing the ice cream social and purchasing all of the ice cream as well as to Barbara Gates and Linda Priest for helping pass out the ice cream and lemonade.

STAFF: The library staff had the opportunity to tour the new library at our in-service day on June 14. Dean Kokkales and Moe Hammoud from O'Neal Construction were on hand to answer our questions, and all of the staff who took the tour were very impressed with the progress of the new building. As the various rooms and areas are being framed in, it is much easier to visualize how the library will function.

RFID PROJECT: We have continued our rental of the RFID tagging carts through the end of July, and we anticipate having almost the entire collection of books and materials tagged by then. This has been a monumental task that has proven the adage that many hands make light work. Our circulation supervisor, Michelle Wloch, has been fantastic at scheduling, training, and managing the staff and volunteers who have helped with this project.