

Belleville Area District Library Board
Meeting Minutes
August 13, 2019

1. Pledge of Allegiance

Chair Sharon Peters called the meeting to order at 7:31 pm.

2. Roll Call

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

3. Approve Agenda

Motion by Juriga to approve the agenda, seconded by Gates. The motion carried unanimously.

4. Approve July 9, 2019 Regular Meeting Minutes

Motion by Dawson to approve the July 9, 2019, minutes, seconded by Priest. The motion carried unanimously.

5. Public Comment: Peters introduced Michele Montour, Chair of the Art Committee; John Day, Library Attorney; and Rob Young, Sumpter Township Attorney.

6. Sumpter Media Center Lease Agreement: Attorney John Day summarized the Sumpter Media Center Lease Agreement. The District Library Agreement calls for Sumpter to provide a building and the library to provide \$200,000 towards construction. The township has hired a construction manager who has prepared quotes and bid packages for the renovation of the hexagon building. The proposed lease is for 49 years. The lease can be modified by agreement from both parties. After 10 years, the library has the ability to withdraw from the lease. A revision to section 10.2 (Insurance) was included. Attachment C includes the budget for the project and will be revised once bids have been obtained. A motion to approve the lease agreement as presented was made by Gates and seconded by Dawson. A roll call vote was taken. Ayes: Joy Cichewicz, Mary Jane Dawson, Barbara Gates, Alma Hughes-Grubbs, John Juriga, Sharon Peters, and Linda Priest. Nays: None. The motion carried unanimously.

7. PC Reservation, Print, Payment, and Faxing/Scanning Recommendation: Suchy presented hardware and software products from Envisionware for various printing, scanning, faxing, payment, and computer reservation services in the new library and branch. The products will tie into the self-check and RFID system purchased previously from Envisionware. Gates moved to purchase the proposed system as presented for \$33,863.60. Priest seconded. The motion carried unanimously.

8. Committee Reports:

- A. Building - Cichewicz – Sumpter Branch: The first two priorities will be asbestos abatement in the floor and installation of the roof. Downtown Branch: The Committee awarded the millwork/countertop bid to Brown Dog Manufacturing for \$261,000 (budget was \$291,000). The Belleville DDA will discuss the 4th St. project at their August meeting. The committee discussed the feasibility of saving the crabapple tree in the courtyard. Parking lot construction

and elevation issues will have a negative impact on the tree. The library is exploring having the tree grafted or propagated. The installation of windows began and reader chairs have been ordered. O'Neal Construction pay application # 18 was approved.

- B. Bylaws - Juriga – No report.
- C. Finance – Gates – No report.
- D. Marketing – Hughes-Grubbs – The committee met on July 10th to discuss upcoming events including Harvest Fest (Saturday, October 12th 11am – 3pm); the Sumpter media center ribbon cutting (November); the book brigade/soft opening (late January or early February), a Mardi Gras good bye party for current library (late February); a charter donor event (June); and the Grand Opening (June or July).
- E. Personnel – Priest – No report.
- F. Policy – Dawson – The committee met July 10th to discuss a bulletin board policy and meeting room policy for the new library.
- G. Art Committee – Michele Montour – The Library currently has 2 quilts on display in the library that belong to BACA. At their last meeting, the Art Committee unanimously recommended displaying the Belleville Centennial Quilt in the local history room of the new library, and Suchy sent a letter to BACA describing the Art Committee's offer. It is the library's understanding that Van Buren Public Schools offered to house the Belleville Community Quilt at the high school. Cichewicz made a motion to offer to display the Belleville Centennial Quilt in the local history room of the new library. Gates seconded. The motion carried unanimously.

9. Approve Accounts Payable – A Motion was made by Dawson and seconded by Juriga to accept the accounts payable as presented. The motion carried unanimously.

10. Director's Report/Comments/Communications

Attached. Suchy noted the passing of long time library supporter George Craven. Mr. Craven was the architect of the library's 1992 addition. The board discussed the possibility of placing a plaque in his memory in the new library.

11. Trustee Comments

- John Juriga – Noted the city wide yard sale in September and the Lakeside Art Show in his yard on September 14 from 10 – 4.
- Barbara Gates – She is working on the history of the library for the marketing committee and finds it very fascinating.
- Joy Cichewicz – Announced Sumpter's upcoming garage sale August 23-25th.
- Linda Priest – Enjoyed participating in the Friends Book Sale on August 3rd.
- Mary Jane Dawson – No comment.
- Alma Hughes-Grubbs – Extended sympathy on the passing of Gates' granddaughter.

12. Chair Comments: Sharon Peters – Is pleased with the library's partnerships with Sumpter, Belleville, and Van Buren and is happy to hear of plans for 4th St. and for the museum.

13. Adjournment

A motion was made by Juriga and seconded by Priest to adjourn. The motion carried unanimously. The meeting adjourned at 9:22 PM

Minutes submitted by: Alma Hughes-Grubbs

DIRECTOR'S REPORT**August 2019****LIBRARY PROGRAMS July: Adults: 8 Youth: 18**

LIBRARY VISITS	2019/20	2018/19	% change
July	9,930	9,447	5.11%
Fiscal Year	9,930	9,447	5.11%
TOTAL CIRC	2019/20	2018/19	% change
July	17,021	17,198	-1.03%
Fiscal Year	17,021	17,198	-1.03%
ADULT PROGRAMMING	2019/20	2018/19	% change
July	90	39	130.77%
Fiscal Year	90	39	130.77%
CHILDREN'S PROGRAMMING	2019/20	2018/19	% change
July	1,065	863	23.41%
Fiscal Year	1,065	863	23.41%

ALL AGES PROGRAMMING: 2019/20: July: Fiscal Year:

REF. QUESTIONS	2019/20	2018/19	% change
July	2,630	2,412	9.04%
Fiscal Year	2,630	2,412	9.04%
INTERNET USE	2019/20	2018/19	% change
July	2,404	2,658	-9.56%
Fiscal Year	2,404	2,658	-9.56%
CHILDREN'S INTERNET	2019/20	2018/19	% change
July	259	332	-21.99%
Fiscal Year	259	332	-21.99%

NEW LIBRARY: Part of the decision making that went into choosing Envisionware for RFID and self-checkout in the new library was their suite of other products that will seamlessly interface with our initial purchase. Products include PC Time/Reservation Management, Print Management, and Payment Management as well as self-serve faxing and scanning. The

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touchscreens used for these services will look the same throughout the library, so it will not be necessary to learn different systems. The staff and I have spent time discussing the best ways to help the public with printing, scanning, faxing, and copying now that we will have a two story building. The Envisionware suite will allow us the flexibility to manage this process. Patrons will be able to pay via credit card, cash, or money that they place on their library cards. These transactions can be both self-serve as well as mediated by staff. Michelle, Hilary, and I visited the Saline District Library to look at Envisionware's staff cash register software and hardware. This system interfaces with our library automation system and it compiles the reports that are needed for audit control purposes. Envisionware's MobilePrint will allow easy printing from tablets, cell phones, and even from home computers. After following easy steps to print, patrons may visit any print release kiosk in the library and enter their email in order to print.

I recommend the purchase of these additional services from Envisionware and have included a more detailed description in the board pack.

SUMPTER BRANCH: Joy Cichewicz and I have been attending weekly meetings with Sumpter's Construction Manager in the soon to be opened Sumpter Media Center. We met there the other week with George Kelley, our technology manager, and representatives from The Library Network and AT&T in order to coordinate telecommunications for the branch.

PROGRAMS: Our 2019 Summer Reading Programs have come to an end. Almost 450 children and teens signed up this year to read books and attend a wide variety of entertaining (and educational) programs. Kudos to all of our staff who made these programs a success.

OPENING DAY COLLECTION: Librarians are now actively placing their orders with Baker & Taylor. We did encounter a slight hiccup where books were being shipped to the library instead of remaining with B&T for processing and storage. I believe we have remedied this snafu, and I commend Hilary Savage for her work in keeping this project on track.

IN MEMORIAM: I was saddened to hear of the passing of longtime library patron and architect of our library's 1992 addition, George Craven. My favorite memory of George was when he performed with his swing band at a library courtyard garden party many, many summers ago.