

Belleville Area District Library Board
Meeting Minutes
September 10, 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, and Library Director Mary Jo Suchy. Absent and excused: Linda Priest.

3. Approve Agenda

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

4. Approve August 13, 2019 Regular Meeting Minutes

Motion by Dawson to approve the August 13, 2019, minutes, seconded by Gates. The motion carried unanimously.

5. Public Comment: None.

6. Approve resolutions authorizing millages to the December 2019 tax bill:

The board considered three resolutions authorizing millages for the December 2019 tax bill: The operating millage of .7, rolled back by the Headlee Amendment in 2018 to .6930; the operating millage of .75, rolled back by the Headlee Amendment in 2018 to .7425; and a debt service millage of .62.

Motion by Cichewicz, seconded by Juriga, to approve Resolution No. 2019-02 (Winter Tax Levy #1). A roll call vote was taken. Ayes: Joy Cichewicz, Mary Jane Dawson, Barbara Gates, Alma Hughes-Grubbs, John Juriga, and Sharon Peters. Nays: None. Absent: Priest. Motion carried unanimously.

Motion by Dawson, seconded by Juriga, to approve Resolution No. 2019-03 (Winter Tax Levy #2). A roll call vote was taken. Ayes: Joy Cichewicz, Mary Jane Dawson, Barbara Gates, Alma Hughes-Grubbs, John Juriga, and Sharon Peters. Nays: None. Absent: Priest. Motion carried unanimously.

Motion by Dawson, seconded by Gates, to approve Resolution No. 2019-04 (Winter Tax Levy #3). A roll call vote was taken. Ayes: Joy Cichewicz, Mary Jane Dawson, Barbara Gates, Alma Hughes-Grubbs, John Juriga, and Sharon Peters. Nays: None. Absent: Priest. Motion carried unanimously.

7. Committee Reports:

A. Building - Cichewicz

1. New building update: The committee approved the network cabling bid. The permanent electricity and HVAC has been turned on so that taping and painting can

begin. Window glass is being installed on the first floor. O'Neal Construction is working with the steel contractor regarding their billing as well as an issue with the circular stairs. Furniture is being ordered now due to the long lead time needed. The originally specified track lighting in the atrium has been restored to the budget.

2. Sumpter Branch update: The Sumpter Board has approved the subcontractor bids. AT&T has finished installation of some of the equipment, the electrician has started electrical work, and the ceiling has been painted.
 - a. Gates made a motion to accept the "Letter of Subcontractor Recommendations" as presented as an addendum to the Sumpter Media Center Lease. Motion seconded by Dawson. Motion carried unanimously. The letter will be added to Exhibit C of the lease.
 - b. Cichewicz made a motion to approve \$200,000 to Sumpter Township for the media center as required in the Sumpter Lease and in the District Library Agreement. Motion seconded by Juriga. Motion carried unanimously.
- B. Bylaws - Juriga – No report.
- C. Finance – Gates – No report.
- D. Marketing – Hughes-Grubbs – The committee met August 19th. A flyer lists dates of events for the upcoming library opening. Harvest Fest activities are planned for Oct. 12th. The Book Brigade will possibly take place on a Saturday afternoon. The Board and staff will offer tours that day. The Mardi Gras Party celebrating the current library is scheduled for Friday, Feb. 21st at 6 pm. Peters is taking the lead on June 2020 donor appreciation program which will include tours, refreshments, and mingling. It is anticipated that all donor signage will be installed in time for this program. The Grand Opening, tentatively scheduled for July 2020, will have live music and refreshments. The Garden Walk will take place on July 19, 2020. Upcoming parades include Winterfest, Sumpter Fest, and the Strawberry Festival. The next meeting will be September 11th at 11 am.
- E. Personnel – No report.
- F. Policy – Dawson – The committee met August 19th. The bulletin board and meeting room policies were discussed. They are looking for ways for people to advertise services like grass cutting, babysitting, and tutoring. Having a binder for business cards was suggested. Organizations reserving the large meeting room and the board room will need to fill out an application in person. The committee discussed the possibility of charging a deposit as well as charging a fee if room needs to be set up. Library sponsored events get first priority, then civic groups and nonprofits. No private events will be allowed. An application window of 60 days to 2 days in advance was proposed for booking the rooms. Cichewicz suggested 30 days. The policy is still in the discussion stage. The next meeting will be September 11th at 10 am.

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

9. Director's Report/Comments/Communications

Attached.

10. Trustee Comments

- Alma Hughes-Grubbs – The new library is looking fabulous.
- Joy Cichewicz – Received the newsletter in the mail. Even though she is unable to attend the book groups, she always reads the books they are reading.
- Barbara Gates – Thanked everyone for the sympathy card for her granddaughter.

Approved 10-8-2019

- John Juriga – Thanked those who donated to the sale he had in his barn during the Citywide Garage Sale. His proceeds went to the Food Closet. This weekend Meijers will double every \$10 donation to the Food Closet. This Saturday's art sale in their yard is from 10 – 4 pm and will feature 16 artists.
- Mary Jane Dawson – Thanked Juriga for his community involvement. Announced that FMAR's Spaghetti with No Balls is at the Eagles on 9/11. The Lunch Box will host a tribute in memory of 9/11 victims at 5:30 pm tomorrow.

11. Chair Comments:

Sharon Peters – Thanked Suchy for her column in the newsletter.

12. Adjournment

A motion was made by Juriga and seconded by Gates to adjourn. Motion passed. The meeting adjourned at 8:50 pm.

Minutes submitted by: Alma Hughes-Grubbs

DIRECTOR'S REPORT

September 2019

LIBRARY PROGRAMS August: Adults: 6 Youth: 0

LIBRARY VISITS	2019/20	2018/19	% change
August	9,119	9,005	1.27%
Fiscal Year	19,049	18,452	3.24%
TOTAL CIRC	2019/20	2018/19	% change
August	15,751	15,794	-0.27%
Fiscal Year	32,772	32,992	-0.67%
ADULT PROGRAMMING	2019/20	2018/19	% change
August	43	71	-39.44%
Fiscal Year	133	110	20.91%
CHILDREN'S PROGRAMMING	2019/20	2018/19	% change
August	0	19	-100.00%
Fiscal Year	1,065	882	20.75%
ALL AGES PROGRAMMING:	2019/20:	August: 9	Fiscal Year: 9
REF. QUESTIONS	2019/20	2018/19	% change
August	2,603	2,722	-4.37%
Fiscal Year	5,233	5,134	1.93%
INTERNET USE	2019/20	2018/19	% change
August	2,520	2,715	-7.18%
Fiscal Year	4,924	5,373	-8.36%
CHILDREN'S INTERNET	2019/20	2018/19	% change
August	322	380	-15.26%
Fiscal Year	581	712	-18.40%

SUMPTER BRANCH: The Sumpter Township Board approved bids for construction of the media center and work has begun. I am in the process of setting hours for the branch and am tentatively looking at Mondays and Wednesdays from 10 am – 3 pm, Tuesdays and Thursdays from 3 pm – 8 pm, and Saturdays from 10 am – 3 pm.

PROGRAMS: Fall programming is back in full swing with children's story times and our Homegrown Knowledge series. September's Homegrown Knowledge program is "From the Caribbean to the Amazon", presented by Dee Crowe. I thank the Friends of the Library for sponsoring our Community Sings program with Matt Watroba. The first program of the season will be Wednesday, September 11 at 7 pm. Amy Greschaw will conduct a workshop on September 26 at 7 pm with tips on how to clean, organize, and manage your email inboxes.

STAFF: We wish a long-time student assistant, Mikail Demery "au revoir", as she is moving to France to spend a year teaching English to grade schoolers. Mikail graduated from college this past spring. We also wish library assistant and long-time employee Joe Lebron all of the best as he leaves us after 14 years for a new venture.

SHARED LIBRARY AUTOMATION SYSTEM: The Executive Committee of the TLN Shared Automation System Users' Group was in need of a Group 3 representative before they could send out ballots to the member libraries. Hilary Savage volunteered to have me nominate her for this position, and since she is running unopposed, it is not too soon for me to congratulate her on her win. She will begin a two year term in October. The Executive Committee makes decisions on technology, budget, and policy for the shared system, and Hilary's past experience on the selection committee for our new shared automation system has prepared her for this position.

PENAL FINES: We received the 2018-19 Penal Fine check from Wayne County for \$107,684.74. This represents about a \$13,000 increase from last year and a \$67,000 increase from the previous year due to the district court assessing penal fines based upon local ordinances rather than state ordinances.