

Belleville Area District Library Board Meeting Minutes October 8, 2019

1. Pledge of Allegiance

Chair Sharon Peters called the meeting to order at 7:30 pm.

2. Roll Call

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

3. Approve Agenda

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

4. Approve September 10, 2019 Regular Meeting Minutes

Motion by Gates to approve the September 10, 2019, minutes, seconded by Priest. The motion carried unanimously.

5. Public Comment: It was asked at the Sumpter Township Board Meeting if there would be books at the Sumpter Branch. Books that are placed on hold will be available for pick up at the branch and the Friends will have books for sale. At Sumpter's request the Library will focus on being a media center, providing computers.

6. Committee Reports:

- A. Building - Cichewicz – Construction managers have found a solution with the steel contractor for the circular stairs. Relocation of the gas line by DTE is pending. The elevator is being installed as well as windows on the circular stair tower. The sidewalks and curb cuts have been completed on Charles Street. The tentative date for tearing down the existing library is March 1. The DDA plans to begin work on 4th Street in spring/summer 2020. The Building Committee is initiating a meeting October 24th at 10 am between the library, museum, DDA and Van Buren Township to encourage coordination and communication regarding ongoing and proposed projects impacting the 4th Street community hub. Sumpter Media Center update: The asbestos was removed from the floor, plumbing and electrical is ongoing, and the book return was ordered.
- B. Bylaws – Juriga - No report.
- C. Finance – Gates - No report.
- D. Marketing – Hughes-Grubbs - The committee will talk to Sumpter Township regarding a ribbon cutting ceremony to celebrate their opening. Dignitaries will be invited. The farewell party for the present library will take place on February 21 at 6 pm. A book brigade/soft opening of the new library will take place in early February. New T- shirts and a new library logo are under consideration. Harvest Fest is October 12, from 11-3 pm. Dawson made a motion to cancel tomorrow's marketing committee meeting. Seconded by Gates. Motion carried unanimously. The next meeting date will be determined by the chair.
- E. Personnel – Priest – They will meet in November to discuss the Director's evaluation, as well as staff job descriptions and pay scales.
- F. Policy – Dawson – The committee met September 11th where they reviewed a draft of facilities policy which will cover bulletin boards, meeting rooms, study rooms, and library grounds. The library has received a legal opinion on the policy from John Day.

- 7. Approve Accounts Payable** – Motion by Dawson to approve as presented. Seconded by Priest. Motion carried unanimously.
- 8. Director's Report/Comments/Communications**
Attached. The library plant dig was very successful.
- 9. Trustee Comments**
- Barbara Gates – Attended Juriga's successful art show and got to meet some of his family.
 - Joy Cichewicz – Looking forward to Harvest Fest. She will be doing the shopping for the apples and all of the craft setups.
 - Linda Priest – Attended Friends meeting on Saturday where Friends President Donna Gilkey-Lavin reviewed their by-laws. They will probably have a short business (annual) meeting in January and a larger meeting in March because of the library closing. The last Used Book Sale in the old library will be held on November 2nd
 - Mary Jane Dawson – Attended a mingle for the Chamber of Commerce. They have revamped how they are doing things. The new Chamber president would like to have business sub-groups meet, including a group for non-profits. They will have coffee hour on the first and third Tuesday of the month. The Chamber met with the Southern Wayne Regional Chamber for a "Morning Spark" last Friday.
 - Alma Hughes-Grubbs – Excited about the upcoming Harvest Fest.
- 10. Chair Comments:**
Sharon Peters – No comment.
- 11. Adjournment**
A motion was made by Dawson and seconded by Priest to adjourn. Motion carried unanimously. The meeting adjourned at 9:06 pm.

Minutes submitted by: Alma Hughes-Grubbs.

DIRECTOR'S REPORT

October 2019

LIBRARY PROGRAMS September: Adults: 10 Youth: 11

LIBRARY VISITS	2019/20	2018/19	% change
September	7,697	7,637	0.79%
Fiscal Year	26,746	26,089	2.52%

TOTAL CIRC	2019/20	2018/19	% change
September	13,878	14,137	-1.83%
Fiscal Year	46,650	47,129	-1.02%

ADULT PROGRAMMING	2019/20	2018/19	% change
September	83	76	9.21%
Fiscal Year	216	186	16.13%

CHILDREN'S PROGRAMMING	2019/20	2018/19	% change
September	244	125	95.20%
Fiscal Year	1,309	1,007	29.99%

ALL AGES PROGRAMMING: 2019/20: September: 0 Fiscal Year: 9

REF. QUESTIONS	2019/20	2018/19	% change
September	2,363	2,262	4.47%
Fiscal Year	7,596	7,396	2.70%

INTERNET USE	2019/20	2018/19	% change
September	2,033	2,130	-4.55%
Fiscal Year	6,957	7,503	-7.28%

CHILDREN'S INTERNET	2019/20	2018/19	% change
September	149	161	-7.45%
Fiscal Year	730	873	-16.38%

SUMPTER BRANCH: Plumbing, electrical, and wall demolitions have been completed and site concrete has been poured. The floor tile was removed and channels were dug into the floor for the electrical power that will run the computer workstations. The computer tables are on order and electrical work is ongoing. Installation of the metal roof is scheduled for the last week of October.

PROGRAMS: Harvest Fest is this Saturday, October 12, from 11 am – 3 pm. Plenty of crafts, activities, and music are planned at the library, museum, Roys St. and 4th Street square. The October 10 Homegrown Knowledge program is “Photographing Harry Truman” presented by Doug Brown. October also features the return of “Science Kidz” every Wednesday from October 9 – 30. In keeping with Halloween and Booville, the October 30 science Kidz program will be about spiders.

STAFF: We have added the hours Joe Lebron worked at the circulation desk to our current circulation clerks’ schedules and are assessing his position with a view to the new library. Joe has agreed to continue working with us on a limited basis ordering the music CDs for the new library. We are distributing the hours of our departing student assistant Jada Drotar to the remaining student assistants as we re-evaluate this job description.

CURRENT BUILDING: The library’s existing air conditioner could not quite make it through to the end and gave up the ghost on (hopefully) the last really hot day of the season. On our behalf, O’Neal Construction contacted the new library’s HVAC contractor to make the necessary repairs that will keep everything running for the next few months. He replaced the fuses and diagnosed the problem with the air conditioner. Only one of the air conditioner’s blower motors is functional, which is why the fuses blew. It would cost about \$800 to replace the other blower motor, and since the weather has cooled off, it will not be necessary to make this repair.