

Belleville Area District Library Board
Meeting Minutes
November 12, 2019

1. Pledge of Allegiance

Chair Sharon Peters called the meeting to order at 7:35 pm.

2. Roll Call

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

3. Approve Agenda

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

4. Approve October 8, 2019 Regular Meeting Minutes

Motion by Priest and seconded by Gates to approve the October 8, 2019, minutes. The motion carried unanimously.

5. Public Comment: None.

6. Accountant Letter of Engagement – An updated letter of engagement from Sharon Duckworth, the library's accountant, was presented. The annual cost of \$11,400 includes quarterly capital project and debt service fund reports and monthly general fund reports. Motion by Juriga and seconded by Dawson to approve the letter of engagement as presented. The motion carried unanimously.

7. Committee Reports:

A. Building – The Sumpter Branch ribbon cutting ceremony is planned for December, 14, 2019, at 11:00 am. The chairs for the branch burned in a warehouse fire and have to be reordered. Painting and lighting are underway at the main library, and the steel has arrived for the circular stair. The stair will take 1-2 weeks to erect and its railing will take one month. The utility pole relocation on Roys St. is still ongoing. Installation of the automated materials handling system, phone system are pending. Furniture and technology deliveries are planned for January. The tentative schedule is to close the existing library on January 13 to install technology, shelving, and to move the collection. The new library will open on February 8, 2020. The next Building Committee meeting will be on November 19, 2019.

B. Bylaws – No report.

C. Finance – The 2018-19 financial statement and the 2019-2020 3 month report was presented. The 2018-19 audit is currently in process.

D. Marketing – No report.

E. Personnel – The committee met November 6 to discuss:

Revised Job Descriptions – Motion by Dawson and seconded by Gates to approve the job descriptions as presented. The motion carried unanimously.

Salary Range Recommendations – Motion by Juriga and seconded by Priest to approve the 2019 salary recommendations as presented. The motion carried unanimously.

The Director's evaluation forms were passed out, and are due Nov. 27, 2019. The results will be shared at the December meeting.

F. Policy – Dawson – The facilities use policy was reviewed. The board will not act on policy until next month. Library attorney John Day has also reviewed the policy.

8. Approve Accounts Payable – Motion by Dawson and seconded by Juriga to approve the accounts payable as presented. The motion carried unanimously.

9. Director's Report/Comments/Communications
Attached.

10. Trustee Comments

- Alma Hughes-Grubbs – She thanked those who serve in the military and especially Barbara Gates for her service.
- Mary Jane Dawson – Attended the ceremony honoring Veterans at Horizon Park. Reminded everyone there will be a grant writing class at Wayne County Community College on Haggerty Rd. November 21, 2019.
- Linda Priest –She hopes everyone stays warm. It may go down to 5 degrees tonight.
- Barbara Gates – Congratulated the staff on a successful Harvest Fest. She loved seeing the children's enthusiasm. Remarked on the number of kids on Main St. for Halloween. She would like to see a copy center in northern Van Buren Township.
- John Juriga – He was sorry he had to miss last month's meeting.

11. Chair Comments:

- Sharon Peters – Noted there may be some opportunity for intergovernmental coordination with VBT regarding Gates's copy center idea after the new library gets going. She also thanked the Independent for printing her letter, thanking the community for participating in the library's Legacy Program and announcing the charter donor date runs to the end of this year.

12. Adjournment

A motion was made by Juriga and seconded by Dawson to adjourn. The motion carried unanimously. The meeting adjourned at 9:02 PM

Minutes submitted by: Alma Hughes-Grubbs

DIRECTOR'S REPORT**November 2019****LIBRARY PROGRAMS October: Adults: 13 Youth: 14**

LIBRARY VISITS	2019/20	2018/19	% change
October	9,085	8,649	5.04%
Fiscal Year	35,831	34,738	3.15%

TOTAL CIRC	2019/20	2018/19	% change
October	15,647	15,366	1.83%
Fiscal Year	62,297	62,495	-0.32%

ADULT PROGRAMMING	2019/20	2018/19	% change
October	138	86	60.47%
Fiscal Year	354	272	30.15%

CHILDREN'S PROGRAMMING	2019/20	2018/19	% change
October	326	156	108.97%
Fiscal Year	1,635	1,163	40.58%

ALL AGES PROGRAMMING: 2019/20: October: 450 Fiscal Year: 459

REF. QUESTIONS	2019/20	2018/19	% change
October	2,347	2,577	-8.93%

Fiscal Year	9,943	9,973	-0.30%
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INTERNET USE	2019/20	2018/19	% change
October	2,165	2,387	-9.30%
Fiscal Year	9,122	9,890	-7.77%

CHILDREN'S	2019/20	2018/19	% change
INTERNET			
October	143	175	-18.29%
Fiscal Year	873	1,048	-16.70%

SUMPTER BRANCH: When I visited the branch last Thursday, the roofing, exterior cladding/siding, and floor installation was almost complete. Millwork is scheduled for completion just before Thanksgiving. George plans to start installing computers the week of November 17, after the certificate of occupancy has been issued. Once computers are in place, staff will receive training on the new PC Reservation and Print systems. We are planning a ribbon cutting ceremony on Saturday, December 14 at 11 am and will then be open for business!

NEW BUILDING: Dan, George, and I met with the contractor from Wyandotte Alarm regarding security cameras and the alarm system for the new building. We also met twice with TEL Systems regarding Audio Visual capabilities for the building. The AV package will include a zoned speaker system in the building as well as conference call, video streaming, recording, projecting, etc. capabilities in the meeting and program rooms. LCD monitors will be installed in the story time room, the teen room, on the wall behind the check-out desk, and at the branch. Now that we are this far into the project, O'Neal Construction has indicated a willingness on their part to release some of the contingency money for the AV systems. I anticipate these systems being well used by the library and by community groups.

We are in the process right now of coordinating all of the various projects that must be completed in order to open. They include, but are not limited to: Installation of AV systems, security systems, self-check machines, RFID gates, print release stations, staff cash registers, the automated materials handling system, telephone system, fax lines, etc. The new book shelves must be installed, the existing shelves must be relocated, the library's collection needs to be moved, and furniture must be delivered and installed. At some point during all of this, the library's opening day collection order from Baker & Taylor will be received and staff will shelve the items.

We met a few weeks ago with Dan and Jennifer (interior designer) regarding interior signage for public services desks, names of rooms, the donor wall, plaques, etc.

Hilary and Michelle met with The Library Network regarding when to hide the library's items in the catalog, suspend MelCat library loan services, indicate that the library is closed in the circulation system calendar, move certain services to the branch, etc.

Our working timeline, which is still subject to change, is to close the current library on January 13 and reopen on February 8. The branch will be open during this time period. We are compiling a list of frequently asked questions to publicize to our patrons regarding the timeline and service interruptions.

PROGRAMS: The library is a Great Michigan Read partner for the 2019-2020 session. The book is *What the Eyes Don't See* by Dr. Mona Hanna-Attisha, about her role in uncovering the Flint water crisis. The Evening, African-American Literature, and Other Book groups will all be reading the book in April and the library is planning other programs related to water quality. The library applied for and received a grant from the Michigan Humanities Council of 30 copies of Dr. Hanna-Attisha's book, book discussion guides, and other materials that promote the Great Michigan Read program.

STAFF: Michelle, Nakenya, Amy, and I attended the Michigan Library Association Fall Conference in October. This year's theme was "Open Doors" and many of the sessions focused on creating libraries and workplaces that are truly inclusive of all. Lance Werner, the Director of the Kent District Library, gave tips for creating a workplace culture informed by kindness, empathy, and love which leads to lower staff turnover, greater effectiveness, and improved customer service.

Amy's conference highlights included a presentation by the Michigan Veterans Affairs Agency about the services and assistance available to veterans; a workshop on games (tabletop, card, and RPG) in the library where she learned lots of practical advice for starting a board game club in the library; and a presentation on de-escalation training, which highlighted the importance of empathy and listening in order to de-escalate tense situations.

Nakenya enjoyed the program on developing "reading booster packs" to support statewide Grade 3 literacy efforts. Nakenya was also a conference presenter. In her program, "Early Chapter Book Bonanza", she featured new and "under the radar" early chapter books.

Michelle enjoyed the session called "Breaking Bad Bias" presented by Dr. Steve Robbins, a cognitive scientist, who discussed the reasons why people make split second judgements as well as ways to address unconscious bias.

ACCOUNTING: At the beginning phase of our construction project our accountants Ron Traskos and Sharon Duckworth from Post, Smythe, Lutz, and Ziehl had approached us regarding accounting services for our capital project as well as our general operating budget. At the time, the library contracted with PSLZ to provide the accounting for the construction project at a cost of \$1,600 per month. In addition, Sharon Duckworth became an independent contractor who the library engaged with to work on our general accounting needs at a cost of \$8,000 per year. In practice, Sharon continued to function in both roles for us. I have asked Sharon Duckworth to formalize this arrangement, and she has prepared a letter of engagement that I have included in the board pack. I have also asked her to provide us with monthly general fund financial statements instead of quarterly reports. Her proposed cost i