

**Belleville Area District Library Board
Meeting Minutes
December 10, 2019**

1. Pledge of Allegiance

Chair Sharon Peters called the meeting to order at 7:33 pm.

2. Roll Call

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

3. Approve Agenda

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

4. Approve November 12, 2019 Regular Meeting Minutes

Motion by Juriga, seconded by Priest, to approve the November 12, 2019 minutes. The motion carried unanimously.

5. Public Comment: None.

6. Approve 2020 Regular Meeting Dates – Attached – The January 14, 2020 meeting will be held in the present building and the February 11 meeting will tentatively take place in the new building. Motion by Juriga and seconded by Gates to approve the 2020 library board meeting dates. The motion carried unanimously.

7. Approve 2020 BADL Closure Dates – Attached - Motion by Gates, seconded by Priest, to approve the 2020 library closure dates. The motion carried unanimously.

8. Copy Machine Purchase – Quotes were received from three vendors. Motion by Juriga to accept the bid for copiers from Applied Imaging at a cost not to exceed \$22,000. Motion seconded by Priest. The motion carried unanimously.

9. Committee Reports

- A. Building –** The Sumpter Branch Library has a certificate of occupancy. Technology manager George Kelley is installing the computers. The millwork has been delivered and the installation will begin tomorrow. The Grand Opening ribbon cutting will be held on January 13, 2020. Diane Eissinger is working on a stained glass piece for the ceiling at Sumpter. The construction budget for the main library has been updated and shows a contingency of \$212,000. Peters continues working on plaques for legacy donors. The fire marshall has been contacted and pretesting of the alarm and sprinkler system has taken place. The circular stairs for the main library have been installed but not the railing. AT&T telecommunications is in

- process. The elevator has been installed but cannot be used until the state inspection. The first floor curtain wall is being installed.
- B. Bylaws** – No report.
 - C. Finance** – No report.
 - D. Marketing** – No report.
 - E. Personnel** – Director Suchy's evaluation was completed by all Board members. She was evaluated in the following areas: 1) applied library knowledge, 2) relationship development, 3) leadership and management, 4) marketing and program development. The personnel committee tabulated the forms and compiled the results. The Director received a rating of above average in all categories and the comments were overwhelmingly positive. The Committee recommended a 3.7% raise for the coming year. Priest made a motion to approve the 3.7% raise, making the pay \$83,997 for the year. Hughes-Grubbs seconded the motion. The motion carried unanimously.
 - F. Policy** – The facilities use policy was presented. Motion by Cichewicz, seconded by Gates, to approve the facilities use policy. The motion carried unanimously.

10. Approve Accounts Payable – Motion by Gates, seconded by Juriga, to approve the Accounts Payable as presented. The motion carried unanimously.

11. Director's Report/Comments/Communications

Attached. Suchy thanked her staff for all they have undertaken this year.

12. Trustee Comments

- Joy Cichewicz – Apologized for missing the last meeting.
- Alma Hughes-Grubbs – Thanked Mary Jo for an outstanding job throughout the year. She wished everyone Happy Holidays.
- John Juriga – Last week as he walked through the new library with Dan, one of the contractors complimented Dan's drawings.
- Barbara Gates – She received library newsletter in mail today and thought it was great.
- Linda Priest – Thanked Hilary for all her help with compiling the Director's evaluation. Shared that she will be gone for 3 months but will keep in touch via email and board packs.

11. Chair Comments:

Sharon Peters – Her mission for the rest of the year is to finish details for the Legacy donor program. Not all of the signage will be completed in time for the soft opening but will be finished in time for the grand opening next summer. She is thankful for the community's support.

12. Adjournment

Motion by Juriga, seconded by Gates to adjourn. The motion carried unanimously. The meeting adjourned at 8:31 pm.

Minutes submitted by: Alma Hughes-Grubbs