

**Belleville Area District Library
Meeting Minutes
November 10, 2020**

Chair Sharon Peters commended her four colleagues, John Juriga, Tanya Stoudemire, Joy Cichewicz, and Alma Hughes-Grubbs who were re-elected last week. Peters called the meeting to order at 7:34 pm.

1. Roll Call

The following persons were present: Joy Cichewicz, Mary Jane Dawson, Alma Hughes-Grubbs, John Juriga, Sharon Peters, Linda Priest, and Tanya Stoudemire. Also present: Library Director Mary Jo Suchy.

2. Approve Agenda

Motion by Juriga to approve the agenda as presented. Seconded by Stoudemire. The motion carried unanimously.

3. Approve October 13, 2020 minutes: Motion by Priest, seconded by Juriga, to approve the September 8, 2020 minutes as presented. The motion carried unanimously.

4. Public Comments: None.

5. MERS Defined Contribution Addendum: The Michigan Employment Retirement System is requiring the library to update its existing MERS Defined Contribution Agreement. The library calculates its contributions based upon full time employee gross wages. Motion by Joy Cichewicz, seconded by John Juriga, to approve the MERS Defined Contribution Plan Addendum as presented (See attached). The motion carried unanimously.

6. Committee Reports

A. **Building:** Landscaping is complete. The parking lot has been top-coated and striped. It is hoped that the storm system inspection ports can be eliminated. The utility companies must remove their wires from the old poles in the alley. The new boiler has been installed and temperature controls have been adjusted. The committee is exploring the possibility of venting some of the heat from the boiler room into the rest of the building. The HVAC system is being adjusted to bring in as much outside air as possible as a COVID mitigation strategy. Humidification, ventilation, and bi-polar ionization are also being considered. A repair to the light on the children's portal is awaiting the electrician. The committee discussed the building dedication plaque which will list the architect, construction manager, the 2020 library board and the director. John Juriga would like to see a designation on the sign for the board members who have served on the building committee.

- B. **Bylaws:** No report.
- C. **Finance:** Stoudemire reported on the 2019/20 year end budget comparison schedule and the 2020-21 first quarter schedule. Expenditures have been down due to COVID.
- D. **Marketing:** The library's graphic designer has been working on a possible new logo. An art committee meeting will hopefully be scheduled soon.
- E. **Personnel:** The director's evaluation is usually undertaken at the December meeting.
- F. **Policy:** No report.

7. **Approve Accounts Payable:** Motion by Dawson, seconded by Hughes-Grubs, to approve the accounts payable as presented. The motion carried unanimously.

8. **Director's Report:** See attached.

9. **Trustee Comments:**

Juriga – No comments.

Stoudemire – Congratulated her colleagues on winning the election.

Cichewicz – Thanked everyone for their help with the election and is happy to have Tanya back.

Priest – Congratulated the board members on their re-election.

Dawson – Congratulated the re-elected board members. Observed that tomorrow is Veterans Day and encouraged everyone to thank any veteran they see. She announced that a ceremony that will take place tomorrow at the veterans' memorial.

Cichewicz – Thanked everyone for their help and support during this election.

Hughes-Grubbs – Thanked and congratulated John, Tanya, and Joy. Thanked Mary Jane for her help and Sharon Peters and Barbara Miller for their letters in the paper.

10. **Chair Comments:**

Peters – She is grateful for the library's tremendous support from the community.

She is happy to be able to have a meeting in the building and encouraged the board to tour the library.

11. **Adjournment:**

Motion by Juriga, seconded by Priest, to adjourn. The motion carried unanimously. The meeting adjourned at 8:27 pm.