

Belleville Area District Library Board
Regular Meeting Agenda
January 12, 2021 at 7:30 PM

The Belleville Area District Library Board will hold a virtual meeting due to the MDHHS order dated 11-15-2020 that limits indoor gatherings because of the COVID-19 pandemic.

Join Zoom Meeting

<https://zoom.us/j/95874273708?pwd=OUxVRjdoZFo2blpBblRYVHh5ay84QT09>

Meeting ID: 958 7427 3708

Passcode: 705870

One tap mobile

+13017158592,,95874273708# US (Washington D.C)

+13126266799,,95874273708# US (Chicago)

Dial by your location

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+1 312 626 6799 US (Chicago)

Agenda:

1. Call to Order and swearing in of newly elected members
2. Roll Call: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, Stoudemire
3. Selection of 2021 Board Officers (Roll call votes)
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer
4. Approve Agenda (Roll call vote)
5. Approve November 10, 2020 Regular Meeting Minutes (Roll call vote)
6. Public Comments
7. Committee Reports
 - A. Building-Cichewicz
 - B. Bylaws-Juriga
 - C. Finance-Stoudemire
 - a. 2019-2020 Audit
 - D. Marketing-Hughes-Grubbs
 - E. Personnel-Priest
 - a. Director's Evaluation
 - F. Policy-Dawson
8. Approve Accounts Payable (Roll call vote)
9. Director's Report/Comments/Communications
10. Trustee Comments
11. Chair Comments
12. Adjournment (Roll call vote)

Next Regular BADL Board Meeting: February 9, 2021 at 7:30 PM

Any citizen wishing to provide input or ask questions about any agenda item may speak during the meeting's Public Comments section or forward comments to the Library Director in advance by leaving a message at 734-699-3291 or via the Contact Us link at www.belleville.lib.mi.us. Any citizen requesting accommodation to attend this meeting may contact the library at least 24 hours prior to the meeting, using the above contact information.

Next Regular BADL Board Meeting: February 9, 2021 at 7:30 PM

**Belleville Area District Library
Meeting Minutes
December 8, 2020**

Chair Sharon Peters called the meeting to order at 7:38 pm via Zoom teleconference.

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 and Assistant Director Hilary Savage.

2. Approve Agenda

Motion by Juriga to approve the agenda as presented. Seconded by Dawson. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.

- 3. Approve November 10, 2020 minutes:** Motion by Juriga, seconded by Priest, to approve the November 10, 2020 minutes as corrected (fixed typo in Item # 5 to read "Defined"; fixed typo in Item #6A to read "humidification"; added Priest's comments in Item #9: "Priest – Congratulated the board members on their re-election". A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.

- 4. Public Comments:** None.

- 5. Resolution Establishing Authorized Signatories for MERS Contracts:** Motion by Juriga, seconded by Priest, to approve the resolution authorizing the director and board chair to be authorized signatories for MERS contracts. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.

- 6. Remote Work Policy During Pandemic:** In compliance with MIOSHA COVID workplace rules, the library must have a remote work policy. It is mandated by the state health department and MIOSHA that any work that can be performed from home should be performed from home. Motion by Stoudemire, seconded by Dawson, to approve the Remote Work Policy During Pandemic as presented. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.

- 7. Approve 2021 Regular Meeting Dates:** See attached. Motion by Juriga, seconded by Stoudemire, to approve the 2021 regular board meeting dates as presented. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.

- 8. Approve 2021 BADL Closure Dates:** See attached. Motion by Stoudemire, seconded by Priest, to approve the 2021 library closure dates as presented. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.

9. Committee Reports

- A. **Building:** Brown Dog Mfg. took measurements for more staff mail cubbies. The city's engineering firm, Hennessey Engineering, performed 90% of the testing for the parking lot. The library had given the city a deposit for this service. O'Neal Construction is requesting the written engineering report from the city. Most of the retainers have been paid out to the sub-contractors. Outstanding issues remain with the steel contractor as well as with the Trespa panels. The trench drain at the entry has not been installed at this time. Juriga gave site plans to the police department and suggests that they also be given to the fire department. The committee approved up to \$125,000 for changes to the HVAC system including, humidification, bi-polar ionization, and filtering. The utilities are in the process of removing their lines from the old poles which will then be removed. O'Neal Construction will be off-site soon.
- B. **Bylaws:** No report.
- C. **Finance:** No report.
- D. **Marketing:** An art committee meeting has been scheduled for January 21 at 3 pm.
- E. **Personnel:** The director's evaluation will take place in January.
- F. **Policy:** No report.

- 10. Approve Accounts Payable:** Motion by Dawson, seconded by Stoudemire, to approve the accounts payable as presented. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.

- 11. Director's Report:** See attached. Long time circulation department head Michelle Wloch will be retiring in January but has agreed to assist with hiring and training her replacement. Suchy showed a video clip produced by staff member Jackie Douglas that advertises how to get a library card.

12. Trustee Comments:

Priest – Stated that Kelly from the staff was very helpful in showing her how to host a Zoom meeting.

Stoudemire – Is disappointed that the library cannot be fully open due to COVID. She looks forward to being able to spend time in the library in the future.

Dawson – Wished everyone happy holidays and hopes that 2021 will see an end to all of this craziness. She encouraged everyone to support the local restaurants.

Hughes-Grubbs – Echoed Mary Jane Dawson’s comments and encouraged everyone to stay safe.

Juriga – He let people he met at the gym know that the library was open.

Cichewicz – Wished everyone a happy and safe holiday.

13. Chair Comments:

Peters – She reflected upon the past year, opening in the new building and then having to contend with COVID. She is grateful to the staff, the director, and everyone in the library community. She announced that Lisa Martin will swear in the board members at their January meeting.

14. Adjournment:

Motion by Juriga, seconded by Stoudemire, to adjourn. A roll call vote was taken.

Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire.

Nays: None. The motion carried unanimously. The meeting adjourned at 8:39 pm.

CHECK REGISTER REPORT

Date: 01/06/2021
 Time: 3:37 PM
 Page: 1

Operating

Check Date	Vendor Name	Check Description	Amount
12/16/2020	A PRODUCTION BUILDING SOLUTION	December Bldg Cleaning	2,550.00
12/16/2020	ALERUS FINANCIAL	Retirement Employee Cont	2,805.60
12/16/2020	APPLIED IMAGING	Copier/Printer Usage	211.19
12/16/2020	BAKER & TAYLOR	Books & Materials	521.39
12/16/2020	BAKER & TAYLOR	Books & Materials	315.09
12/16/2020	BELLEVILLE CENTRAL BUS. COMM	Booville Masks	325.00
12/16/2020	BRIGHTON DISTRICT LIBRARY	Lost Fees River of Doubt	15.00
12/16/2020	CLEAR RATE COMMUNICATIONS	Fax Service	261.68
12/16/2020	DEMCO	Office Supplies	99.24
12/16/2020	DTE ENERGY	Gas/Electric 4th St	187.20
12/16/2020	FOSTER, SWIFT, COLLINS & SMITH	Legal Services	210.00
12/16/2020	FRIENDS OF THE BELLEVILLE AREA	November Payout	119.40
12/16/2020	MONTRONICS CORPORATION	Newsletter Design	475.00
12/16/2020	THE LIBRARY NETWORK	BookBilling November; Telephone	8,058.77
12/16/2020	UNIFIRST CORP	Bldg Maintenance Mats	47.86
12/16/2020	VANTAGEPOINT TRANSFER AGENTS	Deferred Comp Plan	380.00
12/28/2020	BAKER & TAYLOR	Books & Materials	23.06
12/28/2020	BLUE CROSS BLUE SHIELD OF MICH	Dental	563.62
12/28/2020	CITY OF BELLEVILLE	Water & Sewage	92.39
12/28/2020	DEMCO	Library Supplies	419.97
12/28/2020	DTE ENERGY	Heating	1,219.34
12/28/2020	GUARDIAN ALARM	Alarm Service Sumpter Br.	43.26
12/28/2020	JOHNSTON ENTERPRISES, LLC	Winter Newsletter	3,193.00
12/28/2020	OFFICE DEPOT	Office/Bldg Supplies	137.39
12/28/2020	SHARON DUCKWORTH, CPA	Accounting Services Dec	950.00
12/28/2020	STANDARD INSURANCE COMPANY	Insurance	223.69
12/28/2020	STATE OF MICHIGAN	Elevator	180.00
12/28/2020	THE LIBRARY NETWORK	Telecommunications	2,845.27
12/28/2020	WIESE'S LAWN CARE INC.	Grounds Service Dec	644.00
12/28/2020	WYANDOTTE ALARM COMPANY	Alarm Services	166.32
		Checks Total:	27,283.73
		Bank Total:	27,283.73

Capital Project Fund

Check Date	Vendor Name	Check Description	Amount
12/16/2020	O'NEAL CONSTRUCTION, INC	Project 1359-00	418,480.79
12/28/2020	LIBRARY DESIGN ASSOCIATES	Library Equipment	4,281.00
		Checks Total:	422,761.79
		Bank Total:	422,761.79
		Grand Total:	450,045.52

DIRECTOR'S REPORT

January 2021

LIBRARY PROGRAMS	December: Adults: 6 Youth: 8	
	Dec.	Fiscal Year
LIBRARY VISITS	3,043	15,935
	Dec.	Fiscal Year
TOTAL CIRC	12,662	82,088
	Dec.	Fiscal Year
ADULT PROGRAMMING	43	189
	Dec.	Fiscal Year
CHILDREN'S PROGRAMMING	127	861
ALL AGES PROGRAMMING:	December: 0	Fiscal Year: 0
	Dec.	Fiscal Year
REF. QUESTIONS	413	5,305
	Dec.	Fiscal Year
ADULT INTERNET	386	1,269

STAFF: We received 30 resumes for Michelle Wloch's position and are interviewing seven candidates via Zoom. All of the candidates we are interviewing have management/supervisory and library experience.

PROGRAMS: My hat is off to our staff for coming up with some very creative programs, including our very first virtual open mic night on January 11 and February 8 and our KonMari Organizing workshop on January 14 at 7 pm. "Little Scientists" debuts on January 30. This STEM program is for children ages 2-5. It will be posted on Facebook on the last Saturday of each month and craft kits will be available at the library for pick-up.

FRIENDS: The Friends of the Library will have their annual meeting on Saturday, January 30 at 10 am via Zoom. Any interested Friend may sign up on the library's website or contact the library for the meeting link.

2021: I had hoped to retire the use of the word "unprecedented" in 2021. And then the storming of the Capitol unfolded before my eyes last Wednesday. This tragic event has caused me to contemplate the many ways that public libraries can and should support civic

and democratic values. Part of the mission of all librarians is to help citizens find and evaluate information. Amid the barrage of news and social media feeds, these information literacy tools are more important than ever. Libraries also provide collections of books and materials representing all forms of political thought, and many of these books offer a more insightful and deeper dive into the major issues facing our nation. As we try to make sense of recent events and hopefully attempt to heal as a nation, our library stands ready to help.

It is hard to know what the future will bring, but my fervent hope for 2021 is for our new library to come into full operation in the way that we envisioned. I have attached a brief review of 2020 as well as some goals for 2021.

I think we can all agree that 2020 has been a very eventful and challenging year at the library. January saw the grand opening of the Sumpter Media Center just in time for the closure of the Fred C. Fischer Library building for the move to our beautiful new building.

The move to the new library took much heavy lifting, both literally and figuratively:

- Creative solutions were found to accommodate the delay in receiving some of the book shelves from the vendor.
- Staff received, inventoried, and shelved a multitude of boxes containing the opening day collection ordered from Baker and Taylor.
- Staff moved their offices and files from the old building to the new one and began to settle into their new workspaces.
- Furniture from the old library was distributed to other libraries in need.
- New staff were given orientations and training.
- We began to learn all of our new systems: Lighting, HVAC, door locking systems, AV systems, fire alarm, security cameras, computer/print management, RFID self-checkout, Automated Materials Handling System, etc.

The Mardi Gras Farewell was bittersweet and well attended, and the February 29 "Leap into Your New Library" Book Brigade was able to culminate in the soft opening of the new library. Our Facebook post announcing the opening was our most popular post ever!

For two weeks, newspaper readers sat in front of the fire, children excitedly explored the cornucopia of books, computers, activity panels, and educational toys in the vibrant and upbeat children's section, teens found their way to the Teen Loft upstairs, the study rooms were all being well used, and new library cards were being issued at a steady pace.

Then, abruptly in the middle of March, COVID-19 forced the library to close. We did not know it at the time, but we would be closed until late June. State emergency orders allowed only those of us conducting "minimum basic business functions" to be inside the building and all remaining construction projects had to stop. All libraries, us included, had to figure out how to continue with virtual library services. We extended patron library card expiration dates, issued virtual cards, extended the loans on all books checked out, and began to offer story times and chat reference services online.

During this time, I paid our bills, made sure our building was safe, and met with staff via Zoom in order to plan out future services. Much of my time was spent obtaining personal protection equipment, Plexiglas shields, disinfectants, etc. as well as researching all of the state orders and CDC and MIOSHA guidance. Once we had our reopening plan in place and the state allowed us to reopen, we began to do so in phases. I met online with many of the directors from our sister libraries throughout the state and we talked through all of the various issues we were encountering. Throughout all, my main goal has been to keep our public and staff safe.

I am pleased to be open our regular hours for book browsing and computer use by appointment and hope to keep service at this level, dependent upon health department orders and COVID levels in the community. I look forward to the day when we can reopen more fully, socially gather, and use our library the way it was intended to be used.

As you can tell by the reports from the building committee, much work has continued on finishing up the building project. There are still some items that remain, and I am working with our architect and interior designer on the following:

- Language for donor signage
- Display systems for art
- Bulletin boards
- The addition of a catalog computer station on the first floor
- Window blinds/shades for the program room, as well as other areas of the library

Now that the building project is winding down and the end is in sight for COVID, my 2021 goals include:

- Hiring and training a new circulation services department head.
- Implementing a maintenance schedule for the new building (e.g. replacing drinking fountain filters, servicing the HVAC units, winterizing the irrigation system etc.).
- Updating library policies.
- Troubleshooting and tweaking all of the new library technology.
- Continuing to establish good staff relationships, workflows, and interdepartmental communication.
- Working with community groups on shared projects and events.
- Working with the marketing committee on a new library logo.
- Working with the art committee on implementing art displays.
- Redeveloping the library's in person programming, and reintroducing the library to the community, once we have moved beyond COVID.
- Planning an official grand opening party.

None of the above is done in a vacuum, and I thank all of our staff for their creativity, grace, and flexibility this past year. I look forward to truly settling into our new building and branch in the coming year.

Mary Jo Suchy

**BADL
PRESENTS**

Cook the Book!

"New Year's Resolution"

(Jan 4th - Feb 1st)

Try recipes from our selected cookbooks for four weeks.

Join us for some cookbook discussions at our
Live Virtual Meeting on
February 1st @ 7:00pm.
(In Person options TBD).

Please Register at
<http://belleville.evanced.info/signup/Calendar>

View our "Cook the Book" Blog: <https://badlcookthebook.blogspot.com/>

Virtual

OPEN MIC



with
Kam

Showcase
your talent!

January
11th &

February 8th
7pm-8pm

via Zoom

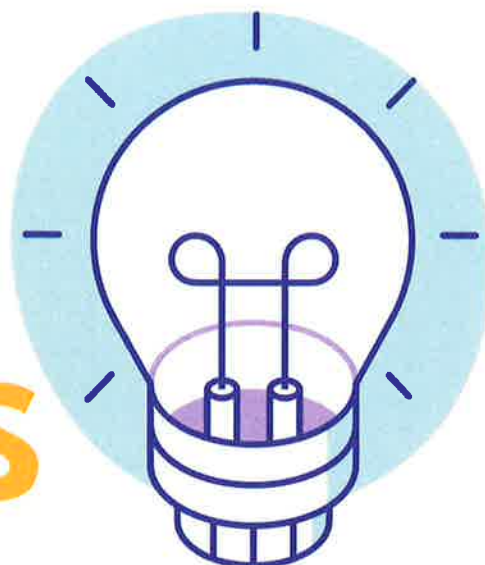
Belleville Area
District Library
<http://belleville.evanced.info/signup>



hosted by
Nakenya

*Let's discover and learn
together!*

LITTLE SCIENTISTS



Discovering Our Senses

Every child is a scientist! Join us each month for a guided sensory science experience with your littles in mind. We will explore four of the five senses (touch, smell, vision, and hearing) with materials provided in a craft kit, and a video. The video will be posted on Facebook at 10 am on the last Saturday of the month, and the kit will be available to pick up from that Saturday until supplies last.



Ages 2-5

January 30 - Touch

February 27 - Smell

March 27 - See

April 24 - Hear



Register for each month individually at

<http://belleville.evanced.info/signup>



Belleville Area
DISTRICT LIBRARY

We are over-cleaning in response to covid-19

Joseph G. Allen, Charles Haas, Linsey C. Marr

Joseph G. Allen is an associate professor and director of the Healthy Buildings program at Harvard University's T.H. Chan School of Public Health. Charles Haas is a professor of environmental engineering at Drexel University. Linsey C. Marr is a professor of civil and environmental engineering at Virginia Tech.

We don't have a single documented case of covid-19 transmission from surfaces. Not one.

So why, then, are we spending a small fortune to deep clean our offices, schools, subways and buses?

Business leaders, school districts and government officials often ask us whether people are over-cleaning in response to the pandemic. The short answer is yes. The reality is that the novel coronavirus spreads mainly through the air. Especially with regular hand-washing, there's no need to constantly disinfect surfaces.

The best analogy we've used for how this virus is spread is to think about a smoker. If you're near a smoker outside, you may not notice the smell, especially if you're not standing too close. But if you're indoors, you could definitely detect it, even if you're across the room, depending on how far away you are and how well-ventilated or filtered the air is.

How much could you protect yourself from that smoke by scrubbing down countertops, doorknobs and all the other surfaces in the room? Not much. Shared air is the problem, not shared surfaces.

Transmission of a disease through "fomites" — the name given to any inanimate surface that can be contaminated with a virus — is certainly possible. Many viruses, such as rhinovirus and norovirus, are transmitted through contaminated surfaces. But that's just not really the case for covid-19.

We don't know exactly how much fomite transmission occurs for covid-19, but evidence suggests it's not common. To see why, let's walk through the steps.

First, the virus must be transmitted to a surface, either by a sick person touching it or a respiratory droplet landing on it. Once on the surface, the virus starts to decay, and the only studies that show that the virus can survive on a surface for a long time used unrealistically large amounts of it — as in, someone spits a blob of saliva on the surface. The coronavirus's genetic material has been found on all kinds of surfaces in hospitals and in the air, but, interestingly, it has only been successfully cultured from the air. No data studies that we are aware of have cultured the virus from surfaces.

Even if you were the unfortunate person who immediately grabbed a door handle right after an infectious person sneezed on it, there would be a significant reduction in how much is transferred from the surface onto your hand. Then, time is your friend again, inactivating the virus, even while on your hand.

But what if you touched that contaminated doorknob and then immediately touched your mouth? Not all of the virus on the hand would get transferred to the mouth, and that's not even the end of the story. The virus that did make it into your mouth would need to find an appropriate receptor there or make it to your respiratory tract.

When we look at this entire causal chain, it's easy to see that if fomite transmission is happening, it's minor and certainly not driving the pandemic. Meanwhile, we have plenty of

examples of airborne transmission. Consider the choir practice that infected nearly 90 percent of socially distanced members. It's hard to explain that from shared surfaces.

Most important, we can prevent fomite transmission through regular hand-washing or use of hand sanitizer. Cleaning every surface after every touch is an impossible task; the easier and more effective approach is to break the chain at the person.

The intense focus on fomite transmission is a critical issue because organizations are spending massive amounts of time — and money — addressing a ghost problem. An organization one of us has worked with that provides care for the homeless has spent nearly \$150,000 on cleaning costs since July — over and above what it normally spends. A large commercial real estate firm we spoke with said it is spending \$250,000 per month on these extra services. On top of that, the use of all of these extra cleaning products releases chemicals into the air that can be harmful to our health.

Much of this is hygiene theater. If the enhanced cleaning was keeping people safe, we'd be all for it. But it's not, according to a study comparing different interventions across countries. This money and time is better spent elsewhere.

We should continue to wash our hands and pay attention to hygiene, but we only have so much time, energy and money to spend on reducing the risk of transmission. If the vast majority of transmission occurs through the air rather than fomites, and airborne transmission is what is driving superspreading events, then we should shift our effort toward cleaning shared air, not shared surfaces.

Read more:

Google is going to convert ebooks to audiobooks

Michael Kozlowski



Major publishers are releasing more audiobooks than ever before. It is a costly endeavor, so only the most popular ones will be professionally narrated, since the costs are so high. Google recognizes that many frontlist and backlist titles will never be converted to a proper audiobook and they have developed a beta system that will employ AI and auto generated narrators. This will basically provide indie authors and all sorts of publishing companies to make audio

editions automatically.

Google is working with US and UK publishing houses that own the rights to books. A number of existing Google technologies can be tapped to power this feature. It also use a combination of text-to-speech and WaveNet-based natural voices that can handle complex names, dates, times, and other text authentically. Customizations that range from pitch to speaking rate and volume gain are available in the Cloud TTS service offered to all developers today. Earlier this year, Google Assistant on phones gained a “read this page” feature with voices especially suited for long-form content. Google looked at prosody — stress, intonation, and rhythm — for that implementation.

There have been many advancements in TTS, using a combination of various systems from the entire Google empire. It is prime time for the process of converting ebooks to audiobooks and having it good enough, that people will pay money for them, and likely less money than a professionally narrated one.

Google stated that the publisher tool is “currently in beta” and will be available to all publishers early next year.



Michael Kozlowski is the Editor in Chief of Good e-Reader. He has been writing about audiobooks and e-readers for the past ten years. His articles have been picked up by major and local news sources and websites such as the CBC, CNET, Engadget, Huffington Post and the New York Times.