

**Belleville Area District Library  
Meeting Minutes  
January 12, 2021**

**1. Call to Order:** Chair Sharon Peters called the meeting to order at 7:34 pm via Zoom teleconference. The Honorable Judge Lisa Martin of the 34<sup>th</sup> District Court swore in Joy Cichewicz, Alma Hughes-Grubbs, John Juriga, and Tanya Stoudemire who were re-elected to the board in November.

**2. Roll Call**

The following persons were present and stated the locations from which they were attending the meeting: Joy Cichewicz, Sumpter Township; Mary Jane Dawson, Belleville; Alma Hughes-Grubbs, Van Buren Township; John Juriga, Belleville; Sharon Peters, Van Buren Township; Linda Priest, Belleville; and Tanya Stoudemire, Van Buren Township. Also present: Library Director Mary Jo Suchy and Assistant Director Hilary Savage.

**3. Selection of 2021 Board Officers**

- a. **Chair** – Motion by Juriga, seconded by Stoudemire, to nominate Sharon Peters as Chair. There were no other nominations. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.
- b. **Vice Chair** – Motion by Juriga, seconded by Stoudemire, to nominate Mary Jane Dawson as Vice Chair. There were no other nominations. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.
- c. **Secretary** – Motion by Juriga, seconded by Stoudemire, to nominate Alma Hughes-Grubbs as Secretary. There were no other nominations. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.
- d. **Treasurer** – Motion by Juriga, seconded by Alma Hughes-Grubbs, to nominate Tanya Stoudemire, as Treasurer. There were no other nominations. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peter, Priest, and Stoudemire. Nays: None. The motion carried unanimously.

**4. Approve Agenda**

Motion by Cichewicz, seconded by Priest to approve the agenda as corrected (Item 5 should read “Approve December 8, 2020 Regular Meeting Minutes”). A roll call

vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.

5. **Approve December 8, 2020 minutes:** Motion by Juriga, seconded by Stoudemire, to approve the December 8, 2020 minutes as presented. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.
  
6. **Public Comments:** Barbara Miller asked about usage at the branch. Usage is low due to COVID occupancy restrictions. She asked whether or not meetings are recorded. Meetings are recorded and posted on the library's website. She asked how many staff members the library has. There are approximately 40 staff members. The majority are part-time. She asked about the soil tests and possibility of basement when the new library was built. Peters stated that this could be discussed under the building committee report.
  
7. **Committee Reports**
  - A. **Building:** Before the building project was begun, soil studies showed that the soil under the new building would not compact correctly and would have to be replaced with new fill. At the time, the possibility of a basement was explored since soil had to be removed anyway; however, adding a basement to the project proved to be too expensive. The building committee will begin to meet once per month instead of twice per month. Cichewicz reported that the state completed the boiler inspection, the rooftop safety harness system installation will be scheduled in January, and AT&T still needs to switch their lines over to the new power poles, but they are waiting for DTE to remove a power supply from the old pole. The art committee will meet on January 21 at 3 pm to discuss the Walker system for hanging art. The final certificate of occupancy still needs to be obtained from the city. Juriga suggested the possibility of having an electric car charging station in the parking lot. The committee is waiting for the proposal from the engineer regarding HVAC solutions to address COVID.
  - B. **Bylaws:** No report.
  - C. **Finance:** Stoudemire reported that the library received a clean audit with no findings. The auditors commended the staff and management. The library increased its fund balance, \$1 million of which is deferred for use in the 2020-21 fiscal year. Penal fines were received later than anticipated and will not be recognized as revenue until FY 2020-21. The audit is available on the library board page of the library's website.
  - D. **Marketing:** The marketing committee will meet in February to discuss the library logo. The library's graphic designer, Michele Montour, is working on some concepts.
  - E. **Personnel:** Priest presented the results of the director's evaluation. Suchy was above average in all categories, and the committee has recommended a 2.5%

raise. Motion by Cichewicz, seconded by Dawson, to give Suchy a raise of 2.5%. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.

F. **Policy:** No report.

**8. Approve Accounts Payable:** Motion by Dawson, seconded by Priest, 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.

**9. Director's Report:** See attached. The quarantine time for returned library materials has been reduced to 24 hours.

**10. Trustee Comments:**

Dawson – Stated that she couldn't think of a better director and is glad that Mary Jo has stuck with us. She also reminded everyone to support the local restaurants.

She and her husband had carry-out this evening from Angel Food Catering.

Hughes-Grubbs – Wished everyone a Happy New Year and thanked Barbara Miller for her letter in the Independent supporting the board members in the last election.

Stoudemire – Thanked Sharon for accepting the nomination for board chair and that she has done a great job these last few years. She also thanked Barbara Miller for her letter.

Cichewicz – Congratulated all of the re-elected board members and thanked Barbara for her letter.

Priest – Appreciated Mary Jo and how helpful she is.

Juriga – Agreed with all of the board's positive comments about Mary Jo.

**11. Chair Comments:**

Peters – She is very happy to start out 2021. She salutes the newly sworn in board members.

**12. Adjournment:**

Motion by Juriga, seconded by Priest, 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 9:13 pm.