

**Belleville Area District Library
Meeting Minutes
November 9, 2021**

1. **Call to Order:** Chair Sharon Peters called the meeting to order at 7:30 pm.
2. **Roll Call:** The following board members were present: Joy Cichewicz, Mary Jane Dawson, Alma Hughes-Grubbs, John Juriga, Sharon Peters, Linda Priest, and Tonya Stoudemire. Library Director Mary Jo Suchy.
3. **Approve Agenda:**
Motion by Juriga, seconded by Stoudemire, to approve the agenda as presented. The motion carried unanimously.
4. **Approve October 12, 2021 Minutes:** Motion by Dawson, seconded by Priest, to approve the October 12, 2021 minutes as amended (Under 6-A: Building – “The library received a \$25,000 refund of their deposit with the city”). The motion carried unanimously.
5. **Public Comments:** None.
6. **Committee Reports**
 - A. **Art:** Michele Montour reported on the last meeting of the art committee. The committee recommends to the board that the library accept a long-term loan from John Juriga of a painting of the old Belleville water tower by Neil Griffin. The painting can hang on the wall adjacent to the local history room. The committee also discussed possible placement of the Belleville Bass in the children’s garden as well as the possibility of featuring an art exhibit of art from the winners of the BACA art show. Motion by Juriga, seconded by Dawson, to accept the art committee’s report. Motion carried unanimously.
 - B. **Building:** Long Mechanical hopes to have the humidification system installed by Thanksgiving. Piping in the ceiling of the meeting room must be shortened in order to install the hardware for the window blinds. The library’s irrigation system has been drained and turned off for the season. Additional lighting is due to be installed in the children’s room. Long Mechanical will be consulted about a filter on the building’s incoming water supply line. The front curtain wall continues to leak in spite of repairs by the roofer. There is also a leak being addressed in the children’s room, possibly originating from the 2nd floor terrace. All signage is ready for final approval, the clover in the lawn was discussed, and the traffic bollards will not be able to be sealed until the weather warms up again in the spring.
 - C. **Bylaws:** No report.
 - D. **Finance:** Stoudemire summarized the general fund, capital project fund, and debt relief fund financial reports for 2020-21 and for July-September 2021. Penal fines were received in October and will be reflected in the 2nd quarter report. All expenditures are favorable in 2020-21 and all expenditures are favorable in the 1st quarter of 2021-22 (with the exception of the library’s building insurance due to the timing of the bill). The

salary line item is under budget, and current salaries of the staff were discussed in light of cost of living increases and the tightening job market.

- E. **Marketing:** The committee is continuing to plan for the grand opening ceremony on Saturday, April 9, 2022, and a donor reception on Friday, March 11. Michelle Montour will design invitations and flyers, and the library staff will handle displays, information, videos/photos of the building project, etc. Catering/refreshments for both events were discussed. The board brought up the possibility of inviting Carla Hayden, the Librarian of Congress, to the grand opening. The next meeting is tentatively scheduled for December 1 at 3 pm.
- F. **Personnel:** The personnel committee will meet on December 7 to review the director's evaluation. The library's personnel policy is also due for revision.
- G. **Policy:** No report.

7. **Approve Accounts Payable:** Motion by Cichewicz, seconded by Priest, to approve the accounts payable as presented. The motion carried unanimously.

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

9. **Trustee Comments:**

Cichewicz – Thanked Tanya for her thorough financial report.

Hughes-Grubbs – Wished everyone a Happy Thanksgiving and safe travels.

Priest – Noted that she is reading more now that the weather is colder.

Dawson – Thanked everyone who persevered over the last two years to get things done.

Announced that there will be a small ceremony at the Veterans' Memorial this Thursday and that banners honoring area veterans have been hung on Main Street.

Juriga – Noted that there have been 30,000 visitors to the library during this fiscal year.

Stoudemire – Enjoyed the marketing committee report and is looking forward to the grand opening. She suggested enlisting a professional photographer for the event.

10. **Chair Comments:**

Peters – Thanked the marketing committee for the work they are doing. Although greatly delayed, the grand opening will have benefited from the extra time to work out the details.

11. **Adjournment:**

Motion by Juriga, seconded by Stoudemire, to adjourn. The motion carried unanimously. The meeting adjourned at 9:07 pm.