

**Belleville Area District Library
Meeting Minutes
December 14, 2021**

1. **Call to Order:** Chair Sharon Peters called the meeting to order at 7:33 pm.
2. **Roll Call:** The following board members were present: Joy Cichewicz, Mary Jane Dawson, John Juriga, Sharon Peters, Linda Priest, and Tonya Stoudemire. Absent and excused: Alma Hughes-Grubbs. Also present: Library Director Mary Jo Suchy.
3. **Approve Agenda:**
Motion by Juriga, seconded by Dawson, to approve the agenda as presented. The motion carried unanimously.
4. **Approve November 9, 2021 Minutes:** Motion by Stoudemire, seconded by Priest, to approve the November 9, 2021 minutes as presented. The motion carried unanimously.
5. **Public Comments:** None.
6. **Approve 2022 Regular Board Meeting Dates:** Motion by Juriga, seconded by Dawson, to approve the 2022 regular board meeting dates as presented. The motion carried unanimously. The library board meets on the second Tuesday of the month at 7:30 pm.
7. **Approve 2022 BADL Closure Dates:** Motion by Cichewicz, seconded by Priest, to approve the 2022 library closure dates as presented. The motion carried unanimously.
8. **Committee Reports**
 - A. **Building:** The committee approved O'Neal Construction pay applications #41, #42, #43, and #44. The majority of the full and unconditional waivers have been received. The HVAC project is nearly complete. The humidification system will be turned on once the heat tape has been installed. The bipolar ionization system is operational. The back wall in the quiet study room was painted blue, and the glass shelves next to the 1st floor display case have been installed. Track lighting was installed in the children's room. The issue with the dishwasher was a clogged filter, possibly due to the library's water heater line. The leak from the 2nd floor terrace into the children's room has been fixed. Corrections were sent back on the final proof of the interior signage. A 2nd floor display table and 1st floor catalog table should be delivered soon.
 - B. **Bylaws:** No report.
 - C. **Finance:** No report.
 - D. **Marketing:** At their last meeting, the committee focused on plans for the March 11 donor reception.
 - E. **Personnel:** Priest presented the results of the director's evaluation. Suchy was above average to outstanding in all categories. The committee proposed a 6% raise to Suchy and her staff. The committee also presented revisions to the library's salary range recommendations based upon the 2020 Detroit Suburban Librarians Roundtable salary

survey. Motion by Cichewicz, seconded by Dawson to accept the personnel committee's recommendation to give the staff and director a 6% raise and to accept the revised library staff salary recommendations. Motion carried unanimously.

F. **Policy:** The committee met to revise the library's lending policy. The revisions include the addition of a non-resident card to cost \$120 per year. Motion by Juriga, seconded by Stoudemire to accept the updates to the library lending policies as presented. The motion carried unanimously.

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

10. Director's Report: See attached.

11. Trustee Comments:

Cichewicz – Thanked the personnel committee for their work. She feels that updating the salary recommendations will aid in job recruitment.

Juriga – Agreed with Joy regarding the pay scales.

Dawson – Wished everyone a Merry Christmas and hopes everyone stays safe and well.

Announced that the BYC donated Christmas packages to 16 families this year.

Stoudemire – Noted the board's positive comments about Mary Jo, and anticipates that Mary Jo will keep things going for many years to come.

Priest – Agreed with Tanya.

12. Chair Comments:

Peters – Reflected upon the monumental year that the library has experienced. Noted that it is gratifying to see the use of the building and is happy that the library is interacting with community members of all ages. She looks forward to a productive new year.

13. Adjournment:

Motion by Juriga, seconded by Dawson, to adjourn. The motion carried unanimously. The meeting adjourned at 8:37 pm.