

DAVISON AREA LIBRARY BOARD MINUTES OF MEETING

January 4, 2017

PRESENT:

Rusty Gould (Richfield Twp)	Absent	Mildred Burgess (Rotating Member Richfield Township)	Present	Susan Vamos (Davison Schools)	Present
Rita Gould: Treasurer (Richfield Twp)	Absent	Diane Beecher (Davison Twp)	Present	Alice Wallberg: Vice President (City of Davison)	Present
Travis Howell Secretary (Davison Twp)	Present	Marge Reinhardt: President (City of Davison)	Present	Sue Misra: Librarian	Present
		David Conklin GDL Representative	Absent		

Marge Reinhardt called the meeting to order at 4:00 pm.

GUESTS: Andrea Schroeder

TREASURER’S REPORT:

Board Fund					
November Balance		8,583.04			
Interest		.14			
November Book Sale		395.00			
Balance					\$8,158.23
Bills					
Librarians Christmas Gift			150.00		
Gift Card for Book Sale Helper			25.00		
Children’s Craft Supplies			60.00		
Leaf Bags for Flower Bed			4.00		
					\$275.00
Balance					\$8,703.68

Motion to approve by Diane Beecher & 2nd by Alice Walberg

LIBRARIAN'S REPORT: Head Librarian Sue Misra:

Community Relations:

Our Board meeting was held on November 2nd. DDA had the 2016 Christmas Parade and activities on Saturday December 3rd. The theme this year was "Elves on Main Street".

Library Operations:

Our door counter for November was 9456 and December was 7920. We had 2084 self-checkout usage for November, and 1740 for December. We had 1542 hours of PC logins in November, 1357 in December. We had 282 WIFI logins for November, 255 for December.

The circulation statistics for November was 14,894, and 13,259 for December. The new patron added in November was 71 and 57 in December.

Thanks to all of my dedicated volunteers who take time volunteering at the Davison Library.

We had the staff pick book display, Window display and Thanksgiving and Christmas book displays. All the displays went very well and patrons checked out items from the displays. I have been ordering new books on I-Page and other catalogs. We also have been receiving new materials from our Technical services department regularly.

We have been getting huge incoming and outgoing deliveries. We have been very busy on most days. Our window display was done by Nicole. The entry in November/December was "What are you thankful for"? We had 30 entries. The Davison team comprising of my diligent pages and Library Assistants Nicole, Julie, Michael, Melissa and Kevin do an excellent job.

Weeding has been ongoing to alleviate overcrowding of the shelves. Majority of the weeded items were given to the Board for the book sale and some were given to the branches that needed them. 172 items were weeded in November and 52 items were weeded in December. Shifting has been ongoing in the junior fiction section. The shelves look neat at this time.

Evenings and Saturday mornings are a busy place at the Davison library. We have lots of kids that get tutored here. It is great to see the library as a vibrant part of the community.

Our patron printer #03 has not been working properly. The IT department had sent a work order. The print jobs were diverted to patron printer #02. The printer technician resolved the printer issue on December 22nd.

Our 2015 magazines were deleted from the database by Darwin from the Technical services department. I added a few new titles to our magazine collection at Davison. Among them are The Runner's World, Acoustic Guitar, Babybug, Craft Ideas, Fun for Kidz, HGTV Magazine, Keyboard, Women's Health and Young Rider. The patrons hopefully will love the new magazines. We made new boxes and labels for the 2017 magazines. The labels were done by my page Teresa Zawol. They are organized and look very nice.

Our duplicate DVD's were sent to branches that did not have a copy. Julie worked on the DVD project.

We received 6 new Launch pads on December 1st. A few of the launch pads cater to older kids. The patrons will love the new launch pads.

The bulletin board in the children's area has been updated to reflect the winter weather with snow on the ground and snowflakes. This was done by my pages Krystal, Abby and Maddy along with Nicole.

Patron registration forms that have been purged from the database and are still in our file cabinets are being removed and sent for shredding. We started the project on October 26th and the deadline for the project was December 31st 2016. We finished the project before the scheduled deadline on December 5th. My pages Abby, Maddy, Terry, Krystal and Ashley worked on this project.

Physical Facilities:

The thermostat on the west side of the building was not registering the right temperature on December 11th. I contacted the city on December 12th and the HVAC contractor resolved the issue on December 13th. Thanks to the city for their prompt attention.

We are truly grateful to Marge and the most supportive Library Board and friend's group for their continued support towards the Davison Library.

Marge has come in on several occasions to empty the cash box. James and Alice Wallberg have come in regularly to sort the donated items. We started accepting donations again as of December 7th as the new carpet installation date has been moved to April.

Our wish list for the future would be to add a study room for patrons to have a quiet study area, and painting.

The Friends of the Davison Library book sale went well on November 4th, 5th and 6th. All the board members and volunteers worked very hard for the Book sale. Thanks to Agnes, Sheila, Diane, Marge, Sue, Rita, Rusty and the volunteers. Marge took 4 large boxes of leftover books to the Salvation Army.

I contacted the R&B Used Book store on November 7th to pick up the leftover books. Ron from R&B Bookstore was very nice and took care of all the boxes the same day.

The Informational materials about the Davison Library were picked up by the Davison township clerk.

Rita Gould, our board member got 12 chairs on November 4th for the children's area in lovely colors of yellow, green, red and blue. Thanks to Rita for getting the chairs for the little kids. It is much appreciated.

The Board members came and decorated the library on November 15th. The inside and outside decorations look so pretty. Thanks to my supportive board for beautifying the library. The kids love the outdoor displays.

Travis had written a nice article on November 10th about the Davison Library in the Letters to the Editor section.

I hired my new page Teresa Fecher, on November 21st. Glad to have Teresa on board.

Panic alarm testing was done on December 15th. The updated Policy and Procedure manual was placed in folders for staff. The Substitute sheets was updated by me and placed in the folder and on all the circulation computers. The safety and security assessment form was also completed and sent to Mary on December 1st.

Our Library board has been bringing in Christmas goodies for the staff starting December 12th. We had quite an assortment of delicious treats. Thanks to Marge, Alice, Diane, Sue, Millie, Rita and all the board members for their thoughtfulness.

Rita dropped off Friends of the Library Bookmarks and the treasurer's report on December 28th.

Jean and Krystal cleaned the patron and children's computers which needed attention on December 30th.

Darwin and Dave have been bringing in the internal delivery. Thanks to both of them for bringing us the new books and DVD's. It is much appreciated.

Events:

The library Board sponsored the Christmas party at the Davison library on December 17th. Thanks to the board for sponsoring the event. The weather was very bad that day hence the low turnout. We had 92 sign up for the event and only had 30 kids and 30 adults attend the program. Marge and Alice were there at 1 pm to set up for the program. The kids loved the gourmet decorated Santa cookies from the Davison Bakery, juice boxes and made a beautiful Christmas craft. Thanks to Marge and Alice for hosting the party.

Groups:

We have adults from the group home come for the library visit every Monday from 10 am to 11 am. We had 10 adults from the group home that visit the library regularly.

Programs:

We had the Canvas and Coffee program on November 7th. It was a great program with 25 attendees. Everyone loved the program.

We also had the Story time with Miss Marcia and Folklore for Adults with Special Needs from November 7th through December 19th. Attendance for both the events have been picking up. We had an average of 18 kids and 12 adults for story time. We had 23 adults for the Adult Folklore comprising of adults from 2 group homes. Our attendance for the programs at the Library was 127.

GDL Report: reported by David Conklin

- Not available this meeting

Davison School District: Presented by Susan Vamos

- Recently talked to several individuals that are interested in how to apply for Library Board or other municipal board and volunteer information
- Middle school Honor Society members need volunteer hours. Will be sharing library volunteer information with middle school

OLD BUSINESS:

- Student mural to be painted on wall. Design has been present and approved. Next step to work on getting supplies and schedule when they will be painting it
- New carpet will be schedule to be installed in spring once winter is over.
- New bookmarks are out to advertise the book sales

NEW BUSINESS:

- Mobile Book Sale Cart is still doing well
- Interested in having the walls of the library painted. Andrea Schroeder will talk to Ed Brown to see if this is possible.
- Travis will talk with Davison Index to see about advertising/article on what all goes on at the library and the role of the board.
- Officer Elections:
 - President: Marge Reinhardt
 - Vice President: Alice Walberg
 - Treasurer: Rita Gould
 - Secretary: Travis Howell

FRIENDS OF THE LIBRARY:

- Book sale
 - March 10, 11 & 12; July 7 & 8; Nov. 3,4 & 5
 - 2018: March 9,10 & 11

NEXT MEETING:

- Wednesday, March 1, 2017 at 4:00pm

ADJOURNMENT:

Meeting adjourned at 4:30 pm

Motion made by Alice Walberg & 2nd by Mildred Burgess

SUBMITTED BY:

Travis Howell: Secretary