

# DAVISON AREA LIBRARY BOARD MINUTES OF MEETING

**January 9, 2019**

**PRESENT:**

Sandy Abernathy (Davison Township)	Present	Mildred Burgess (Richfield Township)	Present	Susan Vamos (Davison Schools)	Absent
Rita Gould: Treasurer (Richfield Twp)	Present	Diane Beecher, Vice- President (Davison Twp)	Present	Alice Wallberg: President-in- Waiting (City of Davison)	Present
Michelle Abbott: Secretary (City of Davison, Rotating Member)	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:** None

**TREASURER’S REPORT:**

<b>Board Fund</b>		
<b>Nov. Balance</b>		<b>\$3640.36</b>
Nov. Book Sale		\$526.42
Interest		\$0.87
<b>Paid Out</b>		
Alice W. (flowers and misc.)		\$226.79
Marg R. (Librarians Christmas gift)		\$150.00
Alice W. (Richard Beecher memorial gift)		\$50.00
Whiteys (Board Christmas Dinner)		\$332.19
Staples (2019 Bookmarks)		\$52.99
<b>Total Expenses</b>		<b>\$811.97</b>
<b>Balance*</b>		<b>\$3355.68</b>
<i>*Sovita requires we maintain a savings account as well as our checking, so the Board also has a savings account with a \$5 balance.</i>		

## **OLD BUSINESS:**

1. Approval of November Minutes (Motion: Alice, Second: Rita, Result: Passed)

## **NEW BUSINESS:**

1. Election of President-in-Waiting (Marg moving out-of-state)
  - a. Alice nominated by multiple board members and accepted the nomination (Motion: Rita, Second: Sandy, Result: Passed)
2. Election of Vice-President, Treasurer, and Secretary
  - a. Diane nominated for Vice-President and accepted the nomination
  - b. Rita nominated for Treasurer and accepted the nomination
  - c. Michelle nominated for Secretary and accepted the nomination
  - d. Motion on A-C: several members, Second: same, Result: Passed
3. Flowers: Discussion regarding purchase of flowers from Davison Greenhouse versus past source—Alice will explore the options and report back.
4. Sales Tax Exemption: Sue will check on sales tax exemption for Library Board purchases, and if the board is eligible, find out the correct procedure to be used.
5. Electric Sign: The board is trying to raise funds to replace the rusty, failing exterior sign with an electronic one like the one recently put in place by the City of Davison. \$6000 needed.
  - i. Rita: find out if Davison Township has a Community Fund
  - ii. Sandy: find out if Richfield Township has a Community Fund
  - iii. Marge/Alice: complete a grant proposal for funds from the Davison Community Fund
  - iv. Michelle: Contact Davison Index to see about Library feature that would include a request for direct donations from the community (publication timed with March Book Sale)
6. Book Sale: March 8-10. Discussed pricing—will revisit this issue at next meeting. Student volunteers will set up on Thursday as before.
7. Next Meeting: Wednesday, 6<sup>th</sup> @ 4pm

## **LIBRARIAN'S REPORT:**

### **Community Relations:**

Our board meeting was on November 7<sup>th</sup>. Travis Howell, the secretary had to resign to take up another position. Thanks to Travis for his time serving on the library board.

The Sue McCann book cart is being stocked by me on a regular basis. The patrons love the book cart in the lobby. Alice, Sandy and Debbie have been coming in regularly to sort the donated books. We have been receiving donations at this time.

The book sale set up was on November 8<sup>th</sup>. The board members and volunteer's worked hard for the set up.

Book sale was on November 9, 10<sup>th</sup> and 11<sup>th</sup>. Alice, Marge, Diane, Millie and the volunteers worked hard during the sale. The left over donations were picked up on November 12<sup>th</sup> and November 13<sup>th</sup>. R & B Book store picked up the donations.

Marge, our board President decorated the library with outdoor and indoor Christmas decorations on November 23<sup>rd</sup>. The inflatable penguin, Santa and Snowman look very festive along with the Christmas lights.

The Davison DDA celebrated Christmas activities on December 7<sup>th</sup> and December 8<sup>th</sup>. The evening Parade of Lights was on Friday Dec 7<sup>th</sup> at 6 pm with a Hometown Christmas theme and tree lighting before the parade. Santa came to town on December 8<sup>th</sup> along with hayrides, Elf hunt and Petting animals.

The Davison staff would like to thank the board members, Alice, Diane, Millie, Marge, Sandy and Rita for bringing the delicious treats. The coffee cakes from Alice, chocolates from Diane, Jet's Pizza from Millie, Fruit Tray from Marge, my favorite muffins from Sandy and Little Caesar's pizza from Rita was enjoyed by the staff. Rita brought the 2019-2020 book sale book marks on December 29<sup>th</sup>.

### **Library Operations:**

Our door counter for November was 6528 and December was 6001. We had 1132 self-checkout usage for November, and 950 for December. We had 1051 hours of PC logins in November, 937 in December. We had 204 WIFI logins for November and 258 WIFI logins for December.

The circulation statistics for November was 11,026, and 10,207 for December. The new patrons added in November were 74. In December we added 44 new patrons. Currently I have 2 volunteers that have been regularly volunteering at the Library. Thanks to Brian and Randy for their time.

We had the staff pick book display, Window display, Thanksgiving book display, and the National novel writing display in November. We had the staff picks book, Christmas display, Cook book and the Window display in December. Items were checked out from the various displays. We had 35 participants for the November window display "What do you do every year for Thanksgiving"? and "your favorite thing about winter"?

We had 48 participants for the December window display "What do you want for Christmas"? & "Why are you excited for the New Year"? Patrons have been checking out items from the displays. I have ordered new books on I-Page. Collection development is

on-going in between circulation tasks. We have been getting huge incoming and outgoing deliveries. Our window display was done by my awesome page staff.

The in-transit list sent by Sheila was completed on November 9<sup>th</sup>.

2017 magazines were deleted by Darwin on December 4<sup>th</sup>. 3 new titles were added. Dogster, Catster and All Animals magazines were added to the collection. Abby helped with organizing the magazines.

I attended the Branch Librarian's meeting on December 6<sup>th</sup>. We received our 2019 portfolio budget.

I attended the diversity meeting on December 13<sup>th</sup> at HQ.

The Junior fiction and Junior Non-fiction weeding list was provided by Sheila. We completed the inventory in the Junior Non-fiction section this month.

The library was closed on November 26<sup>th</sup> due to inclement weather.

The minority of the DVD collection here was cleaned by my pages Anna, Arianna, Zachary & Patrick in November and the rest of the DVD's were cleaned in December.

The Flint Regional Science fair flyers and posters came in on December 6<sup>th</sup> and I put them out on the bulletin board.

The Genesee County Metropolitan Planning commission memorandum came in on December 6<sup>th</sup> it is on display on the bulletin board till 23<sup>rd</sup> January 2019.

Sheila from the IT department came to swap the location of the catalog OPAC computer on December 7<sup>th</sup>. It is working at this time.

I completed the yearly page evaluations in the first week of December and they were sent to Jerilyn.

Julie worked on the duplicate DVD's and 70 of the DVD's were weeded and sent to HQ-TS for the foundation sale.

Marge placed the donation signs on the book cart and entrance door on December 8<sup>th</sup>. This is for the electronic sign.

The outdoor marquee signs were changed by Patrick and Zachary.

I gave pointers to new staff members Sonya, Les, Brad & Amy.

Staff participated in jean days this month.

Weeding has been ongoing to alleviate overcrowding of the shelves. The weeding lists were tailored to my requests and Sheila provided them to me promptly. Thanks Sheila for doing the needful. 68 items were weeded in November. In December 197 items were weeded. The best sellers and the books in excellent condition were given to the board for the book sale.

**Staff Recognition:**

Team Davison which includes my awesome Library Assistants and pages have been great team players in November & December.

**Equipment:**

**Physical Facilities:**

Marge Reinhardt, decorated the library with indoor and outdoor Christmas decorations on November 23<sup>rd</sup>.

The front automatic door was squeaky. A memo was sent to the city offices and they took care of the issue.

The men's toilet was clogged on December 14<sup>th</sup>. DPW was notified and they took care of the problem immediately.

Thanks to the IT Department for installing the 5<sup>th</sup> circulation computer. It has been great to have the extra computer and it is being heavily used. Thanks to Dave, Mary & Chris to make this happen.

The self-checkout monitor was replaced by the IT department.

Anna, Ariana & Zachary worked on the posters and displays.

I have been stocking the book sale cart in the lobby.

Staff participated in jean days this month.

The last I-page order was sent on November 16<sup>th</sup>.

The CR department sent the new postcards along with the postcard holder. The postcards are very cute and the patrons love it. The postcard holder was placed in a visible area by Julie.

We also received "The Winter promotional kit" from Hoopla. The promotional items were displayed around the library by Michale.

Processing of the new books was done by Michale, Patrick and Nick.

The indoor and outdoor Christmas decorations were taken down by my awesome pages Patrick & Zachary on December 29<sup>th</sup>.

I changed the phone greeting to reflect the New year's holiday on December 29<sup>th</sup>.

**Groups:**

The community Relations department has been sending us the posters and program flyers for the upcoming programs. I have been giving the bookmarks, Patron code of conduct and program flyers when I sign patrons for a new library card.

**Weeding Projects:**

The total number of items weeded in November & December was around 270.

Problems:

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**EVENTS**  
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Programs:

Adult Folklore with Miss Susan started on November 5<sup>th</sup>.

November 5<sup>th</sup> we had 3 groups that came to the program.

We had a total of 26 adults.

November 12<sup>th</sup> we had 12 adults attend the program.

November 19<sup>th</sup> we had 16 adults attend the program.

December 3<sup>rd</sup> we had 12 adults attend the program.

December 10<sup>th</sup> we had 12 adults attend the program.

December 15<sup>th</sup> we had the Children's Christmas Party. We had 28 adults and 36 kids participate in the program. They loved the gigantic Christmas cookies from the Davison

Bakery and enjoyed making Christmas crafts. Thanks to Marge, Alice and Sue Vamos for organizing the Christmas party.

Story time with Miss Marcia starts on January 7<sup>th</sup>.

**Outreach:**

**Suggestions & Comments:**

I still get phone calls if we have availability of meeting rooms and Notary service.

Davison patrons are thrilled that they can now use Hoopla. We have been getting questions from patrons on how to use it. The patrons have been complimenting on the beautiful Christmas decorations.