

# DAVISON AREA LIBRARY BOARD MINUTES OF MEETING

November 1, 2017

**PRESENT:**

Rusty Gould (Richfield Twp)	Present	Mildred Burgess (Rotating Member Richfield Township)	Present	Susan Vamos (Davison Schools)	Present
Rita Gould: Treasurer (Richfield Twp)	Present	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	Present		

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

**GUESTS:** None

**TREASURER’S REPORT:** Rita Gould

<b>Board Fund</b>					
September Balance		3,200.88			
Interest		.05			
<b>Expenses</b>					
Michigan Library Association (Librarian’s Seminar)			215.00		
<b>Balance</b>				\$2,985.93	

Motion to approve Alice Walberg  
2<sup>nd</sup> by Diane Beecher

**LIBRARIAN'S REPORT:** Head Librarian Sue Misra:

**Community Relations:**

Our last Board meeting was held on September 7th. Jim Wallberg and Alice Wallberg have come in regularly to sort the donated books and have kept the area impeccably clean.

Our book sale is scheduled for November 3, 4 and 5<sup>th</sup>. As the area in the back where the donated books are housed is getting full the board decided to stop taking donations until after the book sale.

The Sue McCann book cart is being stocked by me very frequently. The patrons love the book cart in the lobby. Marge comes in to empty the safe.

We had the DDA car cruise on September 8, 15, 22 and 29<sup>th</sup>.

We had the Pumpkin Festival on October 14<sup>th</sup>. The rain was a damper and lots of activities had to be cancelled. I announced the winners of the "My little pumpkin contest" at 2 pm.

**Library Operations:**

Our door counter for September was 9693 and October was 9,324.

We had 2447 self-checkout usage for September, and 1934 for October. We had 1327 hours of PC logins in September, 1378 in October. We had 312 WIFI logins for September and 284 for October.

The circulation statistics for September was 16,735, and 14,063 for October. The new patron added in September was 156. In October we added 88 new patrons. Currently I have 3 volunteers that have been regularly volunteering at the Library. Thanks to Brian, Baylee and Randy for their time. Kathy Hoist volunteers occasionally.

We had the staff pick book display, Banned book display, Window display, the fall book display, Chicken soup soul display and the Oversize book display in September and October. All the display shelves went very well and patrons checked out items from the displays. I have been ordering new books on I-Page and other catalogs. We have been getting huge incoming and outgoing deliveries. Our window display was done by Krystal with assistance from my awesome page staff. September & October window display Pumpkin spice and everything nice "What was the most memorable thing this fall"? We had 60 entries.

Weeding lists are generated by Sheila very promptly. Thanks to Sheila for addressing to my requests.

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. 252 items were weeded in September and about 114 items were weeded in October. 57 DVD's were withdrawn and sent to HQ-TS.

I attended the MLA annual conference on October 18<sup>th</sup> and October 19<sup>th</sup>. It was a great conference. It was great to see lot of our own colleagues at the conference. Thanks to management and the Library Board for allowing me to attend the conference. The poster presentation by "Gift of Life" and "Community Relations department" was well received.

I participated in the Jeans Day Charity for the month of October; the charity was American Red Cross. We had the staff in-service day on October 9<sup>th</sup>. It was a wonderful In-service.

#### Staff Recognition:

Thanks to my awesome pages and LA's that worked at my branch. You all did a great job. The honorable mention goes to Vaughn Mortimer our internal delivery driver who does an excellent job transporting materials to and from our locations and doing it so efficiently.

#### **Equipment:**

The Xerox work center has been recently serviced by the Xerox technician. A new imaging unit was replaced and the copier works great.

The patron Printer needed new rollers. Sheila from the IT department replaced the rollers in PAPER 04. We do not have paper jams any more.

#### **Physical Facilities:**

Marge came and did the Halloween decorations on October 4<sup>th</sup>. The kids love the decorations. It looks spooky inside and outside the library.

We got the second new Book cart for the Board books this month. It is a great addition to the children's area.

We received the new bulletin board this month and the DPW staff anchored the bulletin board in the lobby. It is a great addition to the foyer. The old bulletin board was rehomed by the church in front of the library. The library looks a lot brighter after the removal of the old bulletin board.

The plaque which was in the lobby was moved inside by the teen area. The DPW staff did the needful. The DPW dept. is very efficient and handles my requests promptly.

I received a memo from Frontier communications that they will be removing the pay phone from the lobby starting October 30<sup>th</sup>.

**Groups:**

**Programs:**

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

October 2nd, we had story time with Miss Marcia @ 9:30 a.m. we had 18 adults and 26 children. The 10:30 a.m. story time on October 2nd we had 7 adults and 12 kids.

October 12<sup>th</sup>, we had “Family Night at Hahn” We had 70 adults and 75 kids that came to the event.

October 13<sup>th</sup>, we had the “Gift of Life” program here at the Davison branch. We had 3 patrons sign up for the Organ donor registry. The program was manned by University of Michigan flint nursing students. They were here for the whole day.

October 14th, we Zombie Make-up Workshop @ 2 pm. we had 42 patrons attend the program. Alex and his team did an amazing job.

October 16<sup>th</sup>, we had story time with Miss Marcia @ 9:30 a.m. we had 12 adults and 17 kids. The 10:30 a.m. story time on October 16th we had 8 adults and 14 children.

Our last story time session on October 23<sup>rd</sup>, with Miss Marcia @ 9:30 am we had 12 adults and 14 kids. The 10:30 a.m. story time on October 23<sup>rd</sup> we had 13 adults and 16 kids.

Folklore for adults started on October 30<sup>th</sup>. We had 2 sessions this time. For the 10:30 session we had 13 adults and for the 11:30 session we had 5 adults. They had a great time engaging with Miss Marcia.

The board had the Halloween party for kids on October 28<sup>th</sup> @ 2 pm. Thanks to our awesome board for doing great things for the Davison branch. Marge, Marriann, Millie and the volunteer dressed as red riding hood did a great job having stations around the library. The kids had lots of treats. We had about 65 kids and 15 adults that attended the event.

**Outreach:**

I attended the “Family Night at Hahn” on October 12<sup>th</sup>. Abby helped me with the event. It was well attended and we had about 70 adults and 75 kids that came for the event. Kelly

had sent swag items for the event which included book marks, pencils, stickers and backpacks. They were well loved by all.

**GDL Report:** reported by David Conklin

- Budget Update
- Discussion and update on Health Department food license
- Sent 8 individuals to State Conference including Sue Misra
- GDL is the 3<sup>rd</sup> largest system in Michigan
- New digital program being developed
- Website being updated to be more user friendly

**Davison School District:** Presented by Susan Vamos

- Going to let teachers know about children books that will be at next book sale
- Will be working on getting several high school volunteers to help with book sale

**OLD BUSINESS:**

- Need a new community board in the entrance of the Library.
- Health Department not allowing food classes held at the Library to give out samples
  - License to allow this is around \$700
- Halloween Event was successful

**NEW BUSINESS:**

- Book sale cart is bringing in close \$100 every few weeks.
- Board would like to talk to City Manager Andera Schroeder about help look for and applying for a grant that would build a new sign for the Library.
- Would like to add additional story hours
- 3D printer looking for grants to help purchase and start programs
  - GDL might be able to assist with funding
- Christmas Event is Dec. 2
  - Cookies for Library Staff week of Dec. 18 – 22
- Library Board Dinner is Dec. 5
- Purchase gift cards for volunteers

**FRIENDS OF THE LIBRARY:**

- Book sale
  - Nov. 3,4 & 5
  - 2018: March 9,10 & 11

**NEXT MEETING:**

- Wednesday, January 10, 2017 at 4:00pm

**ADJOURNMENT:**

Meeting adjourned at 5:00 pm

Motion made by Rita Gould & 2<sup>nd</sup> by Diane Beecher

**SUBMITTED BY:**

Travis Howell: Secretary