

DAVISON AREA LIBRARY BOARD MINUTES OF MEETING

November 2, 2016

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 (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: None

TREASURER’S REPORT:

Board Fund					
September Balance		7,845.80			
Interest (1 month)		.07			
Book Cart		312.36			
Balance					\$8,158.23
Friends Fund					
September Balance		805.67			
Bills					
Alice Walberg (story hour snacks)			57.09		
Alice Walberg (Flowers)			323.82		
Balance					\$424.76
Checkbook Balance					\$8,583.04

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

Combine Board & Friends Fund accounts
Motion by Alice Walberg & 2nd by Rusty Gould

LIBRARIAN'S REPORT: Head Librarian Sue Misra:

Community Relations:

Our Board meeting was held on September 7th.

The Davison DDA presents the 2016 Pumpkin Festival on October 7th & 8th. This is the 27th year of celebration. The Pumpkin festival Trunk or Treat starts at 6 pm. The DDA is also sponsoring the Window Decorating Contest and the windows need to be done by October 1st. The Davison Library is participating in the Window Decorating Contest. Krystal has taken the lead in decorating the window. Krystal did a wonderful job decorating. I announced the winners of the "My Little Pumpkin" contest on October 8th at the Pumpkin Festival on Main Street.

Library Operations:

Our door counter for September was 11257 and October was 11,189. We had 1914 self-checkout usage for September, and 2223 for October. We had 1785 hours of PC logins in September, 1882 in October. We had 589 WIFI logins for September, 349 for October.

The circulation statistics for September was 17,971, and 15993 for October. The new patron added in September was 136 and 84 in October.

Thanks to all of my dedicated volunteers who take time volunteering at the Davison Library. Our newest volunteer is Theresa Fecher who started on October 19th.

We had the staff pick book display, Window display and Banned booked display. All the displays went very well and patrons checked out items from the displays. We also had the Halloween and Breast cancer awareness book displays for October. 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 bulletin board is done by Nicole with assistance from my pages.

Our window display was done by Nicole. The Davison team comprising of my diligent pages and Library Assistants Nicole, Julie, Michael, Melissa and Kevin do an excellent job.

Our Xerox copier was not working. The Xerox technician fixed the problem with the coin plunger on October 11th.

Our IT Department gave us a Catalog PC on 11/1/16. Thanks to Sheila and the IT department for making this happen.

Weeding has been ongoing to alleviate overcrowding of the shelves. I weeded 277 paperbacks and they were given to the Board for the book sale. The paperbacks were shifted and it looks great. The Audio books and Easies section were also shifted. I had requested weeding list for the Adult Biography section from Sheila and received the list on September 28th. Weeding has been ongoing at this time. 75 audio books were withdrawn and sent to HQ, LI, BM and the majority of them were sent to MM with permission from the Branch Librarians. Thanks to Heather for taking 66 audiobooks. The Large Print section was also weeded on October 29th. I weeded 60 large print titles and they were given to the board for the book sale.

I attended the webinar “Aging in the 21st Century”. It was a good webinar sponsored by Library Journal.

I received the 2017 Summer Programming choices from the Community Relations Department on September 27th. The selections were sent to Eileen on October 5th 2016.

Abigail Hauch and Teresa Zawol received the outstanding page awards this month. Congratulations to Abigail and Teresa for their diligent work.

I have been doing my yearly page evaluations this month.

Patron registration forms that were incorrectly inputted were updated by me and sent over to Mary H. on October 20th.

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 is December 31st 2016.

Physical Facilities:

The blower motor in the furnace was replaced by the HVAC contractor on September 12th. There was a leak in the Women’s bathroom. The outdoor lights in the parking area were not working. I contacted the city and Brian took care of the issue. Thanks to the city for addressing the issues in a prompt manner.

The city was contacted to grease the Emergency door exits on October 18th.

The furnace blower went out again on October 20th. The city was notified and they contacted the HVAC technician who replaced the blower motor the same day.

The Men’s restroom was not working on October 31st. I notified the city and Brian took care of the problem the same day.

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. Alice and Jim Wallberg have been coming regularly and sorting the donated books. The area in the back looks very neat.

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

The begonias in the front look so pretty. We get lot of compliments about the flowers in front of the library. Thanks to our board and especially Alice for planting the flowers.

The Friends of the Davison Library book sale is scheduled for November 4th, 5th and 6th.

Damien, the art student from the Davison High school met with me and Marge on September 23rd to discuss about drawing murals at the library wall facing my desk.

The voice mail greeting was changed on the phone to reflect our Sunday hours.

We changed signage in the marquee outside to reflect Sunday hours. The flyers for the upcoming programs were put out. The fall program guides was delivered by Eileen. Thanks to Eileen for bringing them to us.

I received a generous donation of \$1500.00 from Mr. Charles Bachman towards the purchase of a display cart for my children's board books and also for adding few more titles to the children's collection.

I received a letter from the Davison Township on October 31st regarding packets for new residents. The letter was forwarded to Kelly F. so the community relations department would provide brochures and other library informational items to the Davison Township

Events:

The library Board has sponsored the Halloween and Christmas parties at the Davison library on October 29th and December 17th. Thanks to the board for sponsoring both the events. The Halloween Party was a great hit. We had a full house with 50 adults and 40 kids attend the event. It was well planned by Marge. Marge worked hard baking the cookies, making the frosting and filling the individual trick or treat bags. Sue Vamos, Millie and Diane helped at the event. Thanks to my wonderful board for hosting the Halloween 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:

The Community Relations department has planned fall programming based around the National Endowment for the Arts Big Read program. We are hosting the “Dog Guru” program on October 4th and “Sled Dogs: The World of Mushing” on October 15th. We had a great attendance for the programs. For the Dog Guru program we had 18 adults and for the “World of Mushing” we had 34 adults and 23 kids that attended the program. It was an amazing program. In addition we are having the Canvas and Coffee program on November 7th and Kindle 101 on October 13th. For the Kindle program we had 8 adults. The “Call of the Wild” Book cover art contest displays will be held at the Davison branch from September 24th through October 29th. We have had 8 entries for the poster contest. We are also having the Story time with Miss Marcia and Folklore for Adults with Special Needs from November 7th through December 19th.

The Baby Steps program with Miss Katie from November 2nd through December 7th has been rescheduled at a later date.

GDL Report: reported by David Conklin

- Not available this meeting

Davison School District: Presented by Susan Vamos

- Working on student volunteers

OLD BUSINESS:

- Student mural to be painted on wall. Student has meet with Sue about the design.
- Working on getting carpet install scheduled
- Halloween Part went well around 45 kids attended

NEW BUSINESS:

- Mobile Book Sale Cart is still doing well
- Order bookmarks with dates of book sales
- Marg is going to order more magnets with the Library’s hours
- Dec. 17 at 2:00pm Christmas Party
 - Rita will get items for picture frame craft
 - Cookies for Library Staff: Dec
 - Dec 12 – Alice
 - Dec 13 – Diane
 - Dec 14 - Susan
- March 11, 2017 at 2:00pm St. Patrick’s Day Event
- April 8, 2017 at 2:00 pm Easter Event

FRIENDS OF THE LIBRARY:

- Book sale
 - Next Book Sales: November 4,5 & 6, 2016
 - 2017: March 10, 11 & 12; July 7 & 8; Nov. 3,4 & 5
 - 2018: March 9,10 & 11

NEXT MEETING:

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

ADJOURNMENT:

Meeting adjourned at 5:10 pm

Motion made by Alice Walberg & 2nd by Mildred Burgess

SUBMITTED BY:

Travis Howell: Secretary