

**DAVISON AREA LIBRARY BOARD**  
**MINUTES OF MEETING**  
**November 6, 2019**  
**4:30pm**

**CALL TO ORDER:** Alice Wallberg called the meeting to order at 4:32pm.

**ROLL CALL:**

Sandy Abernathy (Davison Township)	Present	Mildred Burgess (Richfield Township)	Present	Susan Vamos (Davison Schools)	Present
Rita Gould: Treasurer (Richfield Twp.)	Present,	Diane Beecher, Vice-President (Davison Twp)	Present	Alice Wallberg: President (City of Davison)	Present
Jessica Abraham: Secretary (City of Davison)	Present	Sue Misra: Librarian	Present	David Conklin GDL Representative	Absent

**GUESTS:** None

**TREASURER'S REPORT:**

<b>Board Fund</b>		
<b>July Balance</b>		<b>\$1537.57</b>
Additions (Book Cart, Flower reimbursement, Donation from Kary Forys, Dividends, etc.)		\$391.78
<b>Balance</b>		<b>\$1929.68</b>
<b>Paid Out</b>		
Nothing paid out for this time period		
<b>Total Expenses</b>		<b>\$0</b>
<b>Balance</b>		<b>\$1929.68</b>

Treasurer's Report Approved (Motion: Jessica, Second: Susan)

**OLD BUSINESS:**

1. Book Sale 11/8-11/10:
  - Set up will take place on Thursday, 11/7 at 4:30pm
  - It was discussed and agreed to sell boxes of books for \$6

- The leftover children's books are to be distributed to the Davison Elementary Schools, Jessica will pick them up on Sunday evening. Sue will reach out to the gentlemen regarding purchasing the left overs adult books
  - 6 Signs were found in the backroom and will be strategically placed in town to advertise the Sale
2. Book Sale 2020 Dates:
    - January 10-12, March 6-8, July 9-11 (Thu-Sat), November 13-15
    - Rita will include new July dates on the upcoming bookmark

**NEW BUSINESS:**

1. Librarian's Report (see insert)
2. Children's Christmas Party
  - Saturday December, 7<sup>th</sup> from 2-3pm
  - Alice discussed hiring a 'storyteller' for the event, Sue will look into hiring Miss Susan
  - Those agreeing to be in attendance: Millie, Susan, Alice, Diane, Sandy, and Sue
  - Holiday décor will kept to a minimum this year with the possibility of buying new after the holiday season
3. Library Board and Guests Christmas Party
  - Monday December 9<sup>th</sup> at 6pm at Whitey's
  - Members and Spouses along with Dave Conklin and Spouse and Andrea Schroeder and Spouse
4. Library and Staff Appreciation
  - Monday December 16<sup>th</sup> at 12pm
  - It was discussed and approved to forgo doing the daily appreciation snacks and to cater a luncheon
  - Jessica will gather menu options from Bear Soup Deli.

**LIBRARIAN'S REPORT:**

**Davison Library  
Librarian's Report  
November 6th 2019**

**Community Relations:**

Our last board meeting was on September 18<sup>th</sup>.

The library Book sale is scheduled on Nov 8-10th. Our board members have worked hard sorting books.

We have been using our LED sign for marketing our upcoming events. The patrons love the sign.

Copier boxes for the donated books were brought in by James Wallberg.  
Alice took the flowers from the flower bed on October 20<sup>th</sup>.

### **Library Operations:**

Our door counter for September was 9776, October was 7,858, We had 2181 self-checkout usage for September, 1555 for October we had 1134 hours of PC logins in September, 1216 in October. We had 370 WIFI logins for September & 338 WIFI logins for October.

The circulation statistics for September was 14,784, 12,224 for October.  
The new patrons added in September were 99. In October we added 88 new patrons.

Currently I have 2 volunteers that have been regularly volunteering at the Library.  
Thanks to Brian & Randy for their time.

We have been receiving lot of new materials from the technical services department.

Weeding was done in the paperback, biography and cook book sections.

Items were checked out from the various displays. Ariana & Zachary worked on the posters and displays.

For the window display we had “What is your favorite thing you do on the weekend?” and “What is your favorite subject”? We had 22 entries.

Collection development is ongoing. Capstone orders were sent to Kara Y.

We had the staff picks book, Back to school display and the Window display. Items were checked out from the various displays. Ariana & Zachary worked on the posters and displays.

For the window display we had “What is your favorite thing you do on the weekend?” and “What is your favorite subject”? We had 34 entries.

The outdoor LED signs were changed by Abby and myself.

We have been also getting new materials from HQ-TS.

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

Staff participated in jean days this month.

New game requests were sent to Liz for adding to my collection.

Lost library cards were mailed to patrons. Jean worked on it.

I attended the Staff In-service Day on October 14<sup>th</sup>. It was nice to see the entire GDL team.

Enrollment café upcoming dates at the Davison Library is from October 14<sup>th</sup> 2019 through September 14<sup>th</sup> 2020. Maria Salinas from the Greater Flint Health Coalition dropped off informational materials on October 30<sup>th</sup>.

The Census Bureau has been at the Davison Library on Mondays since October 7<sup>th</sup> from 10-12 pm. They are scheduled to be here weekly on Mondays from 10-12 pm through December 9<sup>th</sup>.

The sub sheet was updated October 31<sup>st</sup> to reflect the location of the Narcan Nasal Spray kit. Narcan Administration was added to the Emergency Crisis card.

#### **Staff Recognition:**

I would like to recognize Jerilyn Klich for making this year's In-service the best In-service so far. It was informative and interactive. The NARCAN training was useful. "It's all about Customer Service" by Cristen, Liz & Jerilyn was great.

#### **Equipment:**

Chargers were ordered for the launch pads.

Chris Wells, our IT manager addressed the LED sign on September 26<sup>th</sup>.

The self-checkout printer was not printing clearly and the IT department was notified.

Our Xerox copier was stuck in a software loop. The Xerox technical department was notified.

Patron # 3 was not printing properly IT was notified. Al, took care of the issue promptly.

#### **Physical Facilities:**

Our new electronic sign is operational at this time.

The library was decorated with Halloween decorations by Sandy and Alice.

The DVD drawer locking mechanism is not working at this time.

**Groups:**

**Weeding Projects:**

The total number of items weeded in September & October was 323.

38 items were weeded in September. 59 printed materials, In October 226 DVD's were withdrawn and sent to HQ-TS and 23 DVD's were transferred to other locations.

Problems:

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**EVENTS**  
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**Programs:**

September 9<sup>th</sup>, Story time with Miss Marcia @ 10:30 AM we had 10 adults and 12 kids.

September 9<sup>th</sup>, Adult Folklore with Miss Marcia @ 1 PM we had no one show up for the program.

I participated in the Human Library on September 10<sup>th</sup> at the McFarlen Library. It was a great event.

September 12<sup>th</sup>, Fun with Robots with Ryan @ 5 PM we had 4 adults and 6 kids. The kids had a great time.

September 14<sup>th</sup>, Paws to Read with Miss Katie @ 2 PM we had 6 adults and 8 kids. The kids loved reading to Dasher.

September 16<sup>th</sup>, Story time with Miss Marcia @ 9:30 AM we had 9 adults and 12 kids.

September 16<sup>th</sup>, Story time with Miss Marcia @ 10:30 AM we had 9 adults and 12 kids.

September 16<sup>th</sup>, Adult Folklore with Miss Marcia @ 1 PM we had no one show up for the program.

September 16<sup>th</sup>, Hummingbirds: Nature's Jewels with Laurel Zoet @ 6 PM we had 28 attendees. It was an awesome program.

September 23<sup>rd</sup>, Story time with Miss Marcia @ 9:30 AM we had 6 adults and 9 kids.

September 23<sup>rd</sup>, Story time with Miss Marcia @ 10:30 AM we had 6 adults and 9 kids.

September 23<sup>rd</sup>, Adult Folklore with Miss Marcia @ 1 PM we had 20 adults attend the program.

September 28<sup>th</sup>, we are having the Swamp Creatures program @ 2 PM.

October 7<sup>th</sup>, Story time with Miss Marcia @ 9:30 AM we had 5 adults and 7 kids.

October 7<sup>th</sup>, Story time with Miss Marcia @ 10:30 AM we had 7 adults and 8 kids.

October 7<sup>th</sup>, Adult Folklore with Miss Marcia @ 1 PM we had no one show up for the program.

October 21st, Story time with Miss Marcia @ 9:30 AM we had 5 adults and 5 kids.

October 21st, Story time with Miss Marcia @ 10:30 AM we had 8 adults and 10 kids.

October 21st, Adult Folklore with Miss Marcia @ 1 PM we had 23 adults show up for the program.

October 26<sup>th</sup>, Halloween Party sponsored by the friends group was a huge success. We had 22 adults and 27 kids at the event. The kids had fun with the games. Alice, Rita, Millie, Shelley, Jessica and Sandy helped out at the different stations.

October 28th, Story time with Miss Marcia @ 9:30 AM we had 4 adults and 4 kids.

October 28th, Story time with Miss Marcia @ 10:30 AM we had 4 adults and 5 kids.

**Outreach:**

**Suggestions & Comments:**

**NEXT MEETING:** Wednesday, January 8<sup>th</sup> at 4:30pm

**ADJOURMENT:** 5:28pm

