

DAVISON AREA LIBRARY BOARD MINUTES OF MEETING November 7, 2018

PRESENT:

Mildred Burgess (Richfield Twp)	Present	Diane Beecher (Davison Twp)	Present	Susan Vamos (Davison Schools)	Absent
Rita Gould: Treasurer (Richfield Twp)	Present	Sandy Abernathy (City of Davison Rotating Member)	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, City of Davison City Manager

TREASURER’S REPORT: Rita Gould
Opened New Account at Savita Credit Union (4411 Calkins Road, Flint)

Board Fund					
Chase Bank		\$2,698.16			
July Book Sale		902.09			
Interest		0.11			
Expenses					
Opening New Account Fee			-\$25.00		
Balance				\$3,640.36	

Motion to approve Alice Walberg
2nd by Sandy Abernathy

LIBRARIAN'S REPORT: Head Librarian Sue Misra:

Community Relations:

We had the Board meeting on September 12th. Andrea notified via email about the flu shot clinic at the city offices on October 11th. The Sue McCann book cart is being stocked by me on a regular basis. The patrons love the book cart in the lobby. Alice and Debbie have been coming in regularly to sort the donated books.

Alice and Jim got cookies and drinks for story time on September 14th.

Alice and Jim steam cleaned the chairs on September 18th, September 22nd & the 25th. The chairs look very nice. Alice also scotch guarded the chairs. Thanks to the Wallbergs for their hard work.

Diane Beecher, decorated the library with Halloween decorations on October 2nd. Diane took the Halloween decorations down on November 2nd.

We had the Pumpkin festival and Trunk or Treat on October 12th and October 13th. The downtown area was full of fall festivities. We had the "My little Pumpkin" contest voting at the library. I presented the awards to the winners of the "My little pumpkin" contest on October 13th. It was a fun event with bounce houses, pumpkin drop, pizza and pie eating contests.

We have been receiving donations at this time.

Alice & Diane removed the begonias on October 19th. It was sad that a day of frost killed the beautiful flowers.

Diane and Marge hosted the Halloween party on October 27th. It was a huge success. We had a full house with trick – or- treaters and their parents. The kids looked so cute in their costumes. Marge and Diane had 3 stations at the library. The kids did a craft, got candies and received a free book. I picked up free children's book from R & B Book store on October 26th. These free books were given to the kids.

The Davison DDA is working on Christmas activities. This year they are celebrating on December 7th and December 8th. The parade will be an evening Parade of Lights on Friday Dec 7th starting at 6 pm with a Hometown Christmas theme and tree lighting before the parade. Santa comes to town on December 8th along with hayrides, Elf hunt and Petting animals.

Library Operations:

Our door counter for September was 7137 and October was 9035.

We had 1523 self-checkout usage for September, and 1841 for October. We had 1200 hours of PC logins in September, 1396 in October. We had 268 WIFI logins for September and 264 WIFI logins for October.

The circulation statistics for September was 11,868, and 13,585 for October. The new patrons added in September were 77. In October we added 102 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, Reading Challenge book display, and the banned book display in September. We had the staff picks book, Breast cancer awareness, Halloween and the Window display in October. Items were checked out from the various displays. We had 35 participants for the window display “What’s your favorite thing about fall”? & “What’s your favorite book”? 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.

Materials were ordered from the Capstone and Scholastic catalog. I requested a free subscription to “All animal’s magazine” from the humane society on September 17th.

I attended the webinar “Best practices for children’s and young adult collection development” on September 27th. The webinar was sponsored by MIDWESTTAPE.

I received the MMLC program selections for 2019 on September 20th. I sent my program requests to Kelly the same day. The programs were also seconded by Nicole and Patrick.

Our guest passes for the computers have increased this summer and fall due to campers from the outdoor adventure.

I attended the “Highlights in community engagement” webinar sponsored by Hoopla on October 4th.

We had the staff In-service on October 8th. It was a great in-service where we learned valuable things about Active shooting, how to deal with Mental Illness and our newest database Hoopla. It was nice to see all the staff members.

Staff participated in jean days this month.

IRS forms for the 2019 tax season was ordered.

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. 243 items were weeded in September. In October 110 items were weeded.

Light bulbs were replaced by the DPW department on September 24th.

A new lock was replaced in the Janitor’s closet.

Voter guides were made available to the patrons.

I attended the Leadership Academy session at the Novi Suburban Place on October 16th and October 17th. I was awarded the certificate of completion on October 17th.

Staff Recognition:

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

Equipment:

Al, from the IT Department replaced the circulation computers and added a 5th station on October 24th.

Physical Facilities:

We had the roofing project in October. Thanks to Andrea S. and her teams for making this project happen.

Diane Beecher, our board member decorated the library with Halloween decorations on October 2nd.

We had a water leak by the pillar in the adult non-fiction section. It has been a nagging issue. Once the roofing is completed it hopefully we will not have any more leaks.

New railings were replaced by the DPW department. We get lot of compliments about them.

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. We received new library card bookmarks as Gaines station library will be open on Wednesdays from 4-8 pm.

Weeding Projects:

The total number of items weeded in September & October was around 451 items.

Programs:

September 4th, we had the 3D Printing Club with Ryan. 3 adults and 1 child attended the program.

September 10th, Story time with Miss Marcia @ 9:30 we had 12 adults and 15 kids.

September 10th, Story time with Miss Marcia @ 10:30 we had 8 adults and 11 kids.

September 18th, we had "Paws to Read" with Miss Katie we had 10 adults and 12 kids. Katie did a great job reading to the kids and Dasher and Casey were in attendance. The two pooches did an amazing job interacting with the kids. The dogs lay there and loved the petting by the kids.

September 17th, Story time with Miss Marcia @ 9:30 we had 14 adults and 18 kids.

September 17th, Story time with Miss Marcia @ 10:30 we had 6 adults and 8 kids.

September 22nd, we had the "Dinosaur & Reptiles" program. We had 25 adults and 38 kids for the program. John was great.

September 24th, Story time with Miss Marcia @ 9:30 we had 13 adults and 21 kids.

September 24th, Story time with Miss Marcia @ 10:30 we had 8 adults and 9 kids.

October 1st, Story time with Miss Marcia @ 9:30 we had 13 adults and 17 kids.

October 1st, Story time with Miss Marcia @ 10:30 we had 7 adults and 6 kids.

October 11th, we had the Genealogy program with 18 adults in attendance. Ruth was great.

October 15th, Story time with Miss Marcia @ 9:30 we had 13 adults and 22 kids.

October 15th, Story time with Miss Marcia @ 10:30 we had 8 adults and 14 kids.

October 20th, we had "Ming the magnificent magician" @ 2 pm. We had 88 patrons attend the program. Ming was great.

October 22nd, Story time with Miss Marcia @ 9:30 we had 9 adults and 9 kids.

October 22nd, Story time with Miss Marcia @ 10:30 we had 13 adults and 17 kids.

October 22nd, Genesee County Health Department had a booth here from 9 am till 12:30 pm.

October 29th, Heartland hospice had a booth here from 4-6 pm.

October 27th, we had the Halloween party sponsored by the Library Board. The event went well. We had about 60 kids attend the program. Thanks to my awesome board for sponsoring the event. Diane & Marge helped man the event. Diane was Red Riding hood which was super cute.

Story time with Miss Marcia has been going very well. The kids love Miss Marcia and cannot wait to have her back in January.

Suggestions & Comments:

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

GDL Report: reported by David Conklin (report not available at this meeting)

Davison School District: Presented by Susan Vamos (Report not available at this meeting)

OLD BUSINESS:

- Andrea Schroeder discussed the new electric sign idea
- Marge will be stepping down from the board spring of 2019
- Checking account moved to Savita Credit Union
- Alice steamed cleaned all the chairs

NEW BUSINESS:

- Andrea Schroeder undated about new roof by Maxim Roofing
 - New railings have been put in around building
- Travis's term ends at the end of the year. He will be stepping down.
- Need to buy crafts & other items for Christmas event
 - December 15 at 2:00 pm
- Organized Christmas snack for library snack for Dec. 17 – 22
- Easter Event will be April 13, 2019 at 2:00 pm

FRIENDS OF THE LIBRARY:

- Book sale
 - 2018: Nov. 9-11
 - 2019: March 8-10, July 12-13, Nov. 8-10
 - 2020: March 6-8

NEXT MEETING:

- Wednesday, January 9 at 4:00pm

ADJOURNMENT:

Meeting adjourned at 5:15 pm

Motion made by Mildred Burgess & 2nd by Diane Beecher

SUBMITTED BY:

Travis Howell: Secretary