

**DAVISON AREA LIBRARY BOARD**  
**MINUTES OF MEETING**  
**March 4, 2020**  
**4:30pm**

**CALL TO ORDER:** Alice Wallberg called the meeting to order at 4:30pm

**ROLL CALL:**

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

**GUESTS:** None

**TREASURER'S REPORT:** Report was presented per Alice, Rita was out-of-town.

**OLD BUSINESS:**

1. Book Sale 3/6-3/8
  - Set-up will take place on Thursday, 3/5 at 4:30pm
  - Lee and Sue have found a business willing to take the unsold books
  - The details have been placed on the marquee out front and yard signs will be placed on Thursday evening
  - We will continue with the \$6/box, Alice reminded us that if a person buys a box we are to give them the lid
2. Book Sorting
  - Alice gave a big thanks to Kay for continuing to sort books, and noted that if a position becomes available on the Board she recommends her

**NEW BUSINESS:**

1. Flower Planting
  - Planting will take place in May and could use help cleaning up prior to and assistance with the planting
  - We will be receiving the flowers from Davison Greenhouse again this year
2. Gift Card
  - The Board decided to purchase a giftcard for Page: Theresa as a thank you for updating the bulletin board, pending approval from Sue
3. Book Sale Book Signing

- Lee's recommended Heather Mitchell (his wife and published author) as a possible book signing author during our July Book Sale, pending approval
4. Volunteer Appreciation Breakfast
- This Volunteer Appreciation Breakfast is held in April, Sue will forward detailed information as she receives it

### **LIBRARIAN'S REPORT:**

**Davison Library  
Librarian's Report  
March 4<sup>th</sup> 2020**

#### **Community Relations:**

The library Book sale was on January 10, 11 and 12<sup>th</sup>. Our board members have worked hard sorting books. Alice brought cookies for story time and folklore for adults.

#### **Library Operations:**

Our door counter for January was 9776, February was 7147, We had 2181 self-checkout usage for January 1519 for February. We had 1134 hours of PC logins in January, 1187 in February. We had 370 WIFI logins for January & 349 WIFI logins for February.

The circulation statistics for January was 14,784, 11,479 for February.  
The new patrons added in January were 99. In February we added 74 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. .

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

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

For the window display for February we had "What is your favorite thing about winter?" We had 25 entries. 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. Abigail H. changed the LED sign to reflect upcoming events. We had the staff picks book and Black History book displays. Items were checked out from the various displays. Ariana, Zachary, Teresa and Abby worked on the posters and displays. For the tree display we had "What is your favorite thing about winter"? We had 25 entries. We received shipments of IRS and MI tax forms on February 6th.

Zachary & Teresa have been working on the bulletin board in the kid's area. It's a work in progress and it looks very nice. Library guest cards were renewed by Jean.

Melcat policy updates allows patrons to check out materials for 4 weeks and audio visual for 2 weeks with one renewal. 2020 GDL-U courses were offered by Jerilyn some were optional and some mandatory. Laminated money report procedures were placed on the clip board. Chris Wells updated the monthly report on February 4th giving it a fresh look. Thanks to Kelly for sending me USB's we go through them a lot here. Old movies featuring Bob Hope, Bing Crosby and Grace Kelly were requested from Marya Gutek. Notice of Public meeting sent by Dave was posted on the bulletin board. Committee meeting for February 13<sup>th</sup> was placed on the bulletin board. Submitted my orders from Lerner, ABDO, & Child's world catalog on February 13<sup>th</sup>. 2019 Polk Directories were adopted by MM. Branch Key acknowledgement form was sent to Liz on February 19<sup>th</sup>. Michigan Read books "Parade of Elephants" were sent to HQ-TS for cataloging and the rest were sent to Katie to be used for outreach purposes. I attended the voluntary benefits meeting on February 21<sup>st</sup>. Thanks to Dave for bringing supplies for Pete the Cat on February 21<sup>st</sup>. Weeding lists were requested from Sheila on February 24<sup>th</sup> and the list was sent promptly. Weeding has been ongoing. The weeded items this month is 581. Submitted safety and security assessment form to Liz on February 27<sup>th</sup>. We had the Census station here on February 27<sup>th</sup>.

**Staff Recognition:**

Thanks to my Library Assistants and pages for taking care of the branch while I was on vacation. It was Julie's idea to move the tax forms to the table by the front entrance. It has been working out very nicely. Michale F. worked on updating email records and Jean on updating patron registration forms. Julie worked on duplicate DVD's and processing the new books. Thanks to Brian C. for ordering book titles from Amazon that could not be ordered from I-Page.

**Equipment:** The Xerox copier was having error issues which could not be resolved. The technician was contacted to resolve the issue.

**Physical Facilities:** The cleaning crew has not been cleaning properly. Reminder was given to them. There is lot of leaves collected in the front corner entrance to the library. Message was sent to the city.

**Groups:**

**Weeding Projects:**

The total number of items weeded in January was 550 & February was 581.

Michael Garcia assisted me in weeding the Adult Fiction on February 29<sup>th</sup>.

**Problems:**

-----

**EVENTS**

-----

**Programs:**

3D Printing January 9<sup>th</sup> we had 6 kids and 5 adults.

Story time with Miss Marcia January 13<sup>th</sup> @ 9:30 am we had 5 kids and 6 adults.

Story time with Miss Marcia January 13<sup>th</sup> @ 10:30 am we had 6 kids and 6 adults.

Adult Folklore with Miss Marcia January 13<sup>th</sup> we had 23 adults.

Flint Handmade Crochet class January 29<sup>th</sup> we had 12 adults.

Story time with Miss Marcia February 3<sup>rd</sup> @ 9:30 am we had 7 kids and 6 adults.

Story time with Miss Marcia February 3<sup>rd</sup> @ 10:30 am we had 14 kids and 10 adults.

Adult Folklore with Miss Marcia February 3<sup>rd</sup> we had 26 adults.

Cookie Decorating February 8<sup>th</sup> we had 12 adults and 10 children attend the program.

Story time with Miss Marcia February 10<sup>th</sup> @ 9:30 am we had 6 kids and 7 adults.

Story time with Miss Marcia February 10<sup>th</sup> @ 10:30 am we had 8 kids and 9 adults.

Adult Folklore with Miss Marcia February 10<sup>th</sup> we had 24 adults.

3D Printing February 13<sup>th</sup> we had 4 kids and 4 adults.

Story time with Miss Marcia February 17<sup>th</sup> @ 9:30 am we had 5 kids and 4 adults.

Story time with Miss Marcia February 17<sup>th</sup> @ 10:30 am we had 13 kids and 9 adults.

Adult Folklore with Miss Marcia February 17<sup>th</sup> we had 24 adults.

Bubble man February 22<sup>nd</sup> we had over 60 patrons attend the event.

Story time with Miss Marcia February 24<sup>th</sup> @ 9:30 am we had 5 kids and 6 adults.

Story time with Miss Marcia February 24<sup>th</sup> @ 10:30 am we had 6 kids and 6 adults.

Adult Folklore with Miss Marcia February 24<sup>th</sup> we had 24 adults.

**Outreach:**

I will be at Central Elementary Family Reading Night on March 5<sup>th</sup>.

**Suggestions & Comments:**

**NEXT MEETING:** Wednesday, May 6<sup>th</sup> at 4:30pm

**ADJOURNEMENT:** 5:11pm Moved by Sandy and seconded by Jessica