

DAVISON AREA LIBRARY BOARD MINUTES OF MEETING

July 11, 2018

PRESENT:

Mildred Burgess (Richfield Twp)	Present	Diane Beecher (Davison Twp)	Absent	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	Present		

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

GUESTS: Andrea Schroeder, City of Davison City Manager

TREASURER’S REPORT: Rita Gould: report not available this meeting

Board Fund					
May Balance		3,789.01			
Interest		.04			
Expenses					
Michigan Library Association			85.00		
Balance				\$3,704.01	

Motion to approve Alice Walberg
2nd by Sandy Abernathy

LIBRARIAN'S REPORT: Head Librarian Sue Misra:

Community Relations:

We had the 2018 Davison Festival of flags from June 6th through June 10th. The parade traveled down Main Street and included many participants. The festival was held at Lake Callis and the midway. Fireworks were set off by the Davison Chamber of Commerce on June 8th.

Back to the Bricks began their annual Promo Tour in Davison on June 8th.

We did not have the Board meeting on May 9th due to lack of quorum. We have the book sale scheduled July 13th and 14th. The Sue McCann book cart is being stocked by me on a regular basis. The patrons love the book cart in the lobby. Marge comes in to empty the safe. Alice has been coming in regularly to sort the donated books. James Wallberg has been bringing in empty boxes to store the donated books. Marge & Alice brought in cookies and drinks for Story time.

Library Operations:

Our door counter for May was 7137 and June was 7558.

We had 1523 self-checkout usage for May, and 1808 for June. We had 1200 hours of PC logins in May, 1250 in June. We had 268 WIFI logins for May and 325 WIFI logins for June.

The circulation statistics for May was 11,868, and 14,577 for June. The new patrons added in May were 77. In June we added 126 new patrons.

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

Reference statistics were collected and submitted on the first week of June.

We had the staff pick book display, Window display, Reading Challenge book display, in May and Poetry and gardening book display in June. Patrons have been checking items from the displays. I have ordered new books on I-Page. Collection development is ongoing in between circulation tasks. We have been getting huge incoming and outgoing deliveries. Our window display was done by Nicole with assistance from my awesome page staff. "There is always something to be thankful for" window display in March had 25 entries. The April window display was "One kind word can warm three winter months" had 24 entries.

I attended the GDL-U "Diversity" on June 15th.

I attended the GDL-U "How well do you know the Union Handbook and contract" on June 29th. It was a great meeting with Jerilyn and Tracy.

The pages at my location attended a mandatory meeting on “Policies and Procedures” in May & June.

The Library is a hopping place this summer with programs, summer reading challenge and tutoring.

The bulletin board has the tree with leaves. Central Elementary kids that came on the library tour in June filled out their names. We have around 500 leaves on our tree.

Weeding has been ongoing to keep the shelves neat and accommodate new materials.

Julie worked on the feature film DVD’s and straightened the DVD’s. It looks very nice.

Vaughn has been taking empty delivery boxes on a regular basis.

We received 6 new Switch game titles for the Nintendo platform.

Staff Recognition:

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

Equipment:

The cordless phone is not working at this time. This happened after the upgrades were done to the phone system. IT was notified and they are working on getting the issue resolved.

Physical Facilities:

Patron complained that the hot water temperature was too hot in the patron bathrooms. DPW was informed of the problem and took care of it promptly.

Batteries were replaced in the panic alarm.

Groups:

Central Elementary school tours were scheduled June 13th through June 19th. We had kids from 1st through 4th grade and from 17 classrooms that came on their tours. They were a great group of kids. I did the presentation and Nicole did the tours.

Central Elementary Library tour Miss Lindsay 6/13, 5 adult’s 30 kids.

Central Elementary Library tour Miss McDunnah 6/13, 5 adult’s 28 kids.

Central Elementary Library tour Miss Holder 6/14, 1 adult 30 kids.

Central Elementary Library tour Miss Trinidad 6/14, 1 adult’s 29 kids.

Central Elementary Library tour Miss Carnell 6/15, 7 adult’s 26 kids.

Central Elementary Library tour Miss Long 6/15, 7 adult’s 29 kids.

Central Elementary Library tour Miss Smith 6/15, 7 adult’s 26 kids.

Central Elementary Library tour Miss Lane 6/15, 7 adult's 29 kids.
Central Elementary Library tour Miss Kirchner 6/15, 2 adult's 31 kids.
Central Elementary Library tour Miss Murphy 6/18, 8 adult's 29 kids.
Central Elementary Library tour Miss Griggs 6/18, 8 adult's 31 kids.
Central Elementary Library tour Miss Przybylski 6/18, 6 adult's 29 kids.
Central Elementary Library tour Miss Hilgendorf 6/18, 5 adult's 30 kids.
Central Elementary Library tour Mr. Montgomery 6/18, 8 adult's 30 kids.
Central Elementary Library tour Miss Meinecke 6/18, 5 adult's 30 kids.
Central Elementary Library tour Miss Dowdall 6/18, 8 adult's 30 kids.
Central Elementary Library tour Miss Parrott 6/19, 4 adult's 26 kids

Programs:

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.

Weeding Projects:

The total number of items weeded in May & June was 755.

Programs:

June 4th, Story time with Miss Marcia @ 9:30 we had 4 adults and 6 kids.
June 4th, Story time with Miss Marcia @ 10:30 we had 11 adults and 18 kids.
June 11th, Story time with Miss Marcia @ 9:30 we had 4 adults and 6 kids.
June 11th, Story time with Miss Marcia @ 10:30 we had 15 adults and 21 kids.
June 18th, Story time with Miss Marcia @ 9:30 we had 6 adults and 10 kids.
June 18th, Story time with Miss Marcia @ 10:30 we had 13 adults and 23 kids.
June 25th, Story time with Miss Marcia @ 9:30 we had 8 adults and 12 kids.
June 25th, Story time with Miss Marcia @ 10:30 we had 9 adults and 13 kids.
Story time with Miss Marcia has been going very well. The kids love Miss Marcia.

June 16th, we had Cameron Zvara's Comedy, Magic and Balloon show. Cameron was great and the kids loved him. We had 28 adults and 40 kids that attended the program.

June 28th, we had "The Exotic Zoo" program. This program was a crowd pleaser. We had 50 adults and 76 kids that attended the program. Patrons were standing and were in between the stacks to watch the exotic animals. Everyone that came enjoyed it. I would definitely love to have them again next year if possible.

Outreach:

I attended the Davison Summer Scoop with Eileen. It was at the Cardinal Stadium. The event was well received by the community. We had 327 people that came through. The kids loved the scratch and sniff book marks and stickers. We handed the parents "The Nineteen" summer 2018 program guide.

Suggestions & Comments:

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

GDL Report: reported by David Conklin

- Summer Reading Program update
- Looking at hiring a Digital Librarian position

Davison School District: Presented by Susan Vamos

- Not Available

OLD BUSINESS:

NEW BUSINESS:

- Marge & Rite working on updating members on checking account
- Removing former members that have passed away
- Closing account with Chase due to being charged to have account
 - Looking for a local credit union (motion by Alice Walberg; 2nd by Sandy Abernathy)
- Need to update bylaws soon
- City Manager Update
 - Looking into getting a new sign for library (\$5,870 through TV Liquidators) is an estimate
 - Library will need a new roof soon. Andrea will be discussing this with the Townships

FRIENDS OF THE LIBRARY:

- Book sale
 - 2018: July 13-14 and Nov. 9-11
 - 2019: March 8-10

NEXT MEETING:

- Wednesday, September 12, 2018 at 4:00pm

ADJOURNMENT:

Meeting adjourned at 5:00 pm

Motion made by Alice Walberg & 2nd by Mildred Burgess

SUBMITTED BY:

Travis Howell: Secretary