

DAVISON AREA LIBRARY BOARD
MINUTES OF MEETING
July 8, 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)	Present	Diane Beecher, Vice President (Davison Township)	Present	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)	Absent				

GUESTS: None

TREASURER'S REPORT:

Board Fund	
November Balance	\$1814.30
Additions (Book Sales, Book Cart, Dividends, etc)	\$1800.33
Balance	\$3614.63
Paid Out	
Staples (2020 Bookmarkers)	\$20.35
Diane Beecher (Christmas Decorations)	\$55.91
Alice Wallberg (Christmas Gifts, Cookies)	\$458.74
Balance	\$3079.63
Pending Expense (Sue's retirement dinner, flowers for the library, etc.)	\$408.39
Paid out of cash from Book Cart	
Library Staff Christmas Lunch	\$100.14
Gift Cards for Book Sale helpers	\$50.00
Cookies for Story Hour	\$14.24
Total Cash Expenses	\$164.28

OLD BUSINESS:

1. Flower Planting
 - Flowers were planted, issue with hose being broken. Jessica reached out to DPW and will be replaced.

NEW BUSINESS:

1. Summer Reading Program to take place online this year
2. Fundraiser discussion regarding Book Sales and “Garage” type sales
3. Discussion regarding communication and meeting cancellation procedures. All feel that communication amongst the Board is working well.

LIBRARIAN’S REPORT:

**Librarian’s Report
Davison Library
07/08/2020**

Statistics:

		Min.	Max.	Avg.
Door Count (June)	3,497	169	565	291
Since Reopen	3,497			291
Days of Service	12			
Circulation (June)	3,779			
Since Reopen	3,779			
PC Logins/Hours (June)	220/101*			
Since Reopen	220/101			
WiFi Logins (June)	147			
Since Reopen	147			
Self Checkout Usage	1**			

* In order to maintain social distancing, patrons are limited to a single one hour session per day.

** The Self Checkout station’s internal battery failed and it was not replaced in June.

Community Relations:

Patrons traffic has been slow overall with only a gradual increase to activity over time. Feedback on the reopening has been positive overall.

Library Operations:

The primary focus has been on SARS-CoV-2 mitigation while trying to maintain operations.

The maximum occupancy of the building is 30.

Plexiglass panels were installed at the circulation desk and carts were used to provide additional distancing measures.

Designated marks for lines have been placed on the floor in front of the circulation stations.

Much of the seating has been eliminated and most of the public access computers rendered inoperable.

Staff disinfects the library on the hour and/or as needed.

All incoming materials and all outgoing holds are placed into a 72 hour quarantine.

Staff is required to wear masks and to maintain social distancing to the greatest extent possible with both the public and coworkers. Staff washes their hands every half hour and as needed.

Collection Management:

The oversize format Thriller paperbacks have been moved to their own section at the end of paperbacks. Additional shelves will be added to this area to create a single oversize paperback area.

Prior to this change these items were end on and neither title nor author could be seen.

Blue tape was added to graphic novels with a "Mature Reader" rating and these items were placed on the top shelf of the graphic novel area.

Children's graphic novels without a "Juvenile" cataloging status received orange tape and were moved into the children's collection.

Science Fiction, Fantasy, and Horror novels were collected together in a single section near the end of the fiction stacks. Appropriate new genre stickers are on order to aid in shelving these items.

A list of games with long overdue dates was compared to the placeholder boxes on the shelf and those boxes for games that are effectively no longer part of the collection were pulled from the shelf.

New DVD's are now on display face out on the plexiglass display in the DVD area table. When no new items are available then the balance of the display is filled out with staff picks.

The 'New' items area is being slowly transitioned into a faced out new section.

NEXT MEETING: Wednesday, September 2nd at 4:30pm

ADJOURNEMENT: 5:05pm Moved seconded