

# DAVISON AREA LIBRARY BOARD MINUTES OF MEETING September 12, 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: An updated was given. Due to being in the process of changing our accounts to a new credit union there is not information below.

<b>Board Fund</b>					
Interest					
<b>Expenses</b>					
<b>Balance</b>					

Motion to approve : Not needed for  
this meeting  
2<sup>nd</sup>

**LIBRARIAN'S REPORT:** Head Librarian Sue Misra:

**Community Relations:**

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 and Sandy have been coming in regularly to sort the donated books. We have a new volunteer Debbie Abbott, who helps sort the donated books on Fridays.

We had our board meeting on July 11<sup>th</sup>. Dave was present at the meeting. Andrea S. City manager apprised us of the cost of the multi-scrolling LED sign. It will around \$5870.00. Andrea also notified us that we might be getting a new roof for the building soon. Book sale was held on July 13<sup>th</sup> and July 14<sup>th</sup>. Marge, Rita our board members along with volunteers set up for the book sale on July 12<sup>th</sup>. Tear down of the Book sale was on Saturday July 14<sup>th</sup> by Alice, Jim and volunteers. The left over books from the sale was picked up by R& B book store on July 16<sup>th</sup>.

Car cruise is held on Fridays from May 18<sup>th</sup> through September 21<sup>st</sup>. Music on Main Street is on Wednesday evenings from July 11<sup>th</sup> through August 29<sup>th</sup>. Carrie from DDA dropped off entry forms for the "My little pumpkin cute baby contest" on August 22<sup>nd</sup>.

The board gave \$500.00 towards the Summer Reading Challenge on July 11<sup>th</sup>. Thanks to the board for the generous donation towards the 2018 summer reading challenge.

**Library Operations:**

Our door counter for July was 7137 and August was 9176.

We had 1523 self-checkout usage for July, and 2229 for August. We had 1200 hours of PC logins in June, 1407 in August. We had 268 WIFI logins for July and 358 WIFI logins for August.

The circulation statistics for July was 11,868, and 14,301 for August. The new patrons added in July were 77. In August we added 105 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, in July and gardening and traveling book display in August. Patrons have been checking 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 Nicole with assistance from my awesome page staff.

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

We participated in the 2018 Summer Pen Pal program. Kelly F. sent a book of stamps for mailing our pen pal letters on July 11<sup>th</sup>. Nicole took the initiative in mailing the letters from our little patrons of Davison Michigan to the different libraries around the country. We also received letters in exchange from different libraries within Michigan, Florida, California, Massachusetts, Maine, New Jersey and Illinois. It is a cool program.

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. 342 items were in July. It included 241 DVD's, 25 miscellaneous damaged items and 76 paperbacks. Few of the DVD's were adopted by BP, MM and LI. The list was generated by Julie. Melissa and Kevin withdrew the DVD's. Majority of the DVD's were sent to HQ-TS for the foundation sale. In August I weeded 109 items.

July 12<sup>th</sup> I attended the GDL-U "How to be a leader". It was a great workshop with Mary and other colleagues.

July 16<sup>th</sup> we were treated with donuts, juice, hot chocolate and fruit trays from Kelly and the community relations department. Team Davison won the 2017 Annual GDL Report photo contest winner. It was lovely to see the creative photo shoots from all the branches and departments. The 2017 GDL Annual report had a very nice layout and content.

Sheila sent the holds list that was not picked up on July 19<sup>th</sup> and the list was completed by Patrick on July 20<sup>th</sup>.

Sheri Miklaski, community outreach librarian from Georgetown Public Library in Texas visited the branch on July 20<sup>th</sup>. Sheri loved the branch and liked the area of our "Recently returned items". We had a nice exchange about our libraries. She left with "The Nineteen" summer 2018 program guide and the 2017 GDL Annual Report.

Michael Tennant, patron from Baker Park travelled to Davison to explore the Western authors. He was happy to see his western authors in my new book display. He checked the 6 new paperbacks by William W. Johnstone and complimented "that he had an excellent experience".

A patron recently moved to Saginaw County and still wanted to use her library card on July 30<sup>th</sup>. She was upset when I told her she needs to buy a non-resident card either on a month to month basis or yearly.

August 7<sup>th</sup> I attended the Diversity meeting at Grand Blanc.

I attended the Leadership Academy session at the Library of Michigan in Lansing on August 10<sup>th</sup>. Topics included Library Legislation and Advocacy, Managing Your Library's Media Image and Leadership Fundamentals: Leadership versus Management.

### **Staff Recognition:**

Team Davison which includes my awesome Library Assistants and pages have been great team players in July & August. I would like to recognize Teresa Jackson for her attention to detail and focus on shelving the DVD's. Teresa makes sure that the DVD table is empty before her shift is over. She is very conscientious and leaves the branch in an impeccable manner when she leaves for the day.

### **Equipment:**

The patron printer # 3 has been very slow in printing the documents. IT was notified and they have resolved the issue at this time.

Chris, our IT manager got new phones on July 23<sup>rd</sup> and July 25<sup>th</sup>. The phones seem to be working well.

Print manager software was not working on 7/30/18. IT was notified and Sheila resolved the issue.

I requested Mary, Chris and Darwin to have another circulation computer. Darwin's idea was we could add a station by the holds area. It will also meet the ADA requirement.

### **Physical Facilities:**

Lights in the men's room were out. DPW was notified and Brian came the same day July 16<sup>th</sup> to replace the light bulbs.

We had the patron bathrooms clogged on July 26<sup>th</sup>. Willie our cleaning person came and took care of the problem promptly.

We had black bugs flying by the outside drop box. The DPW was notified and they took care of the problem promptly.

We received the tall desk chair for the circulation desk on August 20th. Thanks to Dave for setting up the chair the same day. The staff loves the new chair.

### **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.

### **Weeding Projects:**

The total number of items weeded in July & August was around 451 items.

## Events

Programs:

July 2nd, Story time with Miss Marcia @ 9:30 we had 9 adults and 14 kids.

July 2nd, Story time with Miss Marcia @ 10:30 we had 15 adults and 26 kids.

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

July 9<sup>th</sup>, Story time with Miss Marcia @ 10:30 we had 14 adults and 17 kids.

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

July 10<sup>th</sup>, we had Children's Bee-utiful Music Program; we had 28 patrons that attended the program. This program was through the Sloan Museum & Longway Planetarium.

July 10<sup>th</sup>, we had the "Coding with Ozobots" This program was done by Ryan Tackabury. We had 5 adults and 6 kids.

July 14<sup>th</sup>, we had "Lords of the Sky with Kili ". It was a great program. We had 30 adults and 34 kids that attended the program.

July 18<sup>th</sup>, we had "Mushroom Chow Mein" with Ming. Patrons loved Ming. We had 18 adults for the program.

July 24<sup>th</sup>, we had the "Coding with Ozobots" This program was done by Ryan Tackabury. We had 9 adults and 19 kids. We had a great attendance. The kids loved the program. Ryan was very patient and great with the youngsters.

July 27<sup>th</sup>, we had "Noise Maker workshop program", we had 12 children and 4 adults that attended the program. This program was through the Sloan Museum & Longway Planetarium.

August 3<sup>rd</sup> we had "Classroom Critters". It was an awesome program. Paul did a great job with the kids. We had 16 adults and 19 kids that attended the program.

August 4<sup>th</sup>, we had "Ragtime Spectacular concert with Peter Bergin". It was a great program. We had patrons from Brookdale assisted living center attend the program. The patrons loved Peter.

August 7<sup>th</sup>, we had the "Coding with Ozobots" This program was done by Ryan Tackabury. We had 5 adults and 11 kids. We had a great attendance. The kids loved the program. Ryan was very patient and great with the youngsters.

August 8<sup>th</sup>, I attended the Back to school blast at the Cardinal stadium. Our table was an instant hit with the “The Libraries Rock” Backpacks. The kids loved the pens, pencils and stickers. Kelly provided us with lots of goodies. It was great to work with Eileen. We had 318 adults, 251 kids and 100 teens that attended the event.

August 18<sup>th</sup>, we had “Genot “Winter Elk” Picor”. It was a wonderful program and the kids had a fantastic time. We had 5 adults and 15 kids attend the program.

August 21st, we had “Coding with Ozobots” This program was done by Ryan. We had 8 adults and 10 kids.

### **Outreach:**

I worked the Back to school blast on August 8<sup>th</sup> with Eileen Button. It was a huge success.

### **Suggestions & Comments:**

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

**GDL Report:** reported by David Conklin

- Not Available

**Davison School District:** Presented by Susan Vamos

- Not Available

### **OLD BUSINESS:**

- Marge & Rita working on updating members on checking account
  - Give Rita permission to open an account at a new bank or credit union. This action would also give her permission to move the Boards fund into the new account
- Motion to Approve Travis Howell  
2<sup>nd</sup> by Marge Reinhatdt
- Removing former members that have passed away

### **NEW BUSINESS:**

- Marge will be stepping down from the board around spring 2019. This is due to moving to Indiana to be closer to family. Her leadership will be missed.
- Need to update bylaws soon
- Alice will see about getting a chair repaired
- Alice and Diane are looking into steam cleaning the chairs
- City Manager Update

- Looking into getting a new sign for library (estimate \$5,870 through TV Liquidators)
- The City of Davison is getting the exact same one. The Library will be able to decide once seeing the sign if it is what we would like to get.
- Roof Update: In the process of getting approval from both Townships. Goal of having it replace by October.

**FRIENDS OF THE LIBRARY:**

- Book sale
  - Nov. 9-11
  - 2019: March 8-10

**NEXT MEETING:**

- Wednesday, November 7, 2018 at 4:00pm

**ADJOURNMENT:**

Meeting adjourned at 5:00 pm

Motion made by Sandy Abernathy & 2<sup>nd</sup> by Diane Beecher

**SUBMITTED BY:**

Travis Howell: Secretary