

DAVISON AREA LIBRARY BOARD MINUTES OF MEETING

March 1, 2017

PRESENT:

Rusty Gould (Richfield Twp)	Present	Mildred Burgess (Rotating Member Richfield Township)	Present	Susan Vamos (Davison Schools)	Absent
Rita Gould: Treasurer (Richfield Twp)	Present	Diane Beecher (Davison Twp)	Absent	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

TREASURER’S REPORT:

Board Fund					
January Balance		8,978.68			
Interest		.15			
		395.00			
Bills					
Staple (bookmarks)			48.24		
Balance					\$8,930.59

Motion to approve by Rusty Gould
& 2nd by Alice Walberg

LIBRARIAN'S REPORT: Head Librarian Sue Misra:

Community Relations:

Our Board meeting was held on January 4th. Andrea Schroeder, the interim city-manager was present for the meeting. DDA event coordinator, Diane Millington sent an email with the upcoming events for 2017. Diane came in with the street closing signs on February 16th. Alice and Jim Wallberg have been coming in regularly to sort the donated items. Alice Wallberg brought cookies for the story hour that started on February 27th.

Library Operations:

Our door counter for January was 9265 and February was 9457. We had 1975 self-checkout usage for January, and 1575 for February. We had 1438 hours of PC logins in January, 1393 in February. We had 282 WIFI logins for January, 281 for February.

The circulation statistics for January was 15,064, and 14,359 for February. The new patron added in January was 88.

We have a new volunteer that started on January 30th. We are glad to have Ariana on board. Currently I have 3 volunteers that have been regularly volunteering at the Library. Thanks to Brian, Randy and Ariana for their time.

We had the staff pick book display, Window display and Health book displays. All the displays went very well and patrons checked out items from the displays. I have been ordering new books on I-Page and other catalogs. We have been getting huge incoming and outgoing deliveries. We have been very busy on most days. Our window display was done by Nicole. January was "What are you doing in the new year"? We had 17 entries. Our window display for February was "What books do you find magical"? We had 27 entries. The Davison team comprising of my diligent pages and Library Assistants Nicole, Julie and Michale do an excellent job. They really pitched during the painting project.

Weeding has been ongoing to alleviate overcrowding of the shelves. Majority of the weeded items were given to the Board for the book sale and some were given to the branches that needed them. 403 items were weeded in January and about 225 items were weeded in February.

Evenings and Saturday mornings are a busy place at the Davison library. We have lots of kids that get tutored here. It is great to see the library as a vibrant part of the community.

The PAC# 14 was not working properly. IT was notified and Sheila replaced the monitor and CPU promptly. We were having issues with the self-checkout station and the

problems were resolved. On Monday, January 30th the wireless went down in the evening. IT was notified and they resolved the issue. On January 30th, the patron printer #3 was not working due to an extensive paper jam. Chris was notified and an outside technician will be coming to take care of the printer. The print jobs were diverted by Chris to patron printer # 4. I received the paper tray from Xerox on February 2nd. The paper tray was replaced on Printer # 4 and the printer is working fine. Our duplicate DVD's were sent to branches that did not have a copy. Julie worked on the DVD project.

Physical Facilities:

Currently we are in the midst of painting the entire library. The plan changed slightly. Initially the city wanted to paint the front wall by my desk but they decided to paint the entire library on January 18th. It's great to see the vibrant colors. The Davison team picked the colors from the color swatch dropped off by Andrea. Thanks also to Andrea for making the painting happen. Ed Brown and Andrea have been coming in to see the progress of painting. Thanks to the DPW team of Brian and Kurt for painting the premises. The patrons have been raving about the colors and the warm feeling they get when they come into the library.

The furnace room has been cleaned by my page Teresa. The space is being used for incoming and outgoing Promed and GDL delivery. This will help keep the carpet clean once the new carpeting is installed.

The staff room was spruced up by Krystal and Julie. Painting in the staff room was started on January 31st. Michale put paintings in the staff room. It looks very nice.

We are truly grateful to Marge and the most supportive Library Board for their continued support towards the Davison Library.

Marge has come in on several occasions to empty the cash box. James and Alice Wallberg have come in regularly to sort the donated items. We started accepting donations again as of December 7th as the new carpet installation date has been moved to April.

There have been changes in the library. I moved the magazines and magazine holders to the front next to the reference section. The career books were moved from the back to the front next to the magazines. The non-fiction volumes comprising of circulating encyclopedias have been moved from its current location next to the oversize section. This gives me more room for expanding the Graphic novel section. The shelves look neat at this time. The games were moved from the DVD section to the beginning of the Graphic novel section.

We received a new magazine/ newspaper rack from the storage unit. Darwin, our technical services manager brought the rack on Tuesday January 24th. Patrons love the new rack. The magazines are no longer on the table and it looks great on the rack. The children's book cart from Gressco was delivered on February 15th. I am excited about the cart as it will house all the board books for babies, toddlers and infants. The patrons love the new display cart that houses all the board books.

Fire Extinguisher inspection was done on January 26th. Darwin and Dave have been bringing in the internal delivery. Thanks to both of them for bringing us the new books and DVD's. It is much appreciated. We have a new delivery driver Vaughan that handles the internal delivery. Currently we get the internal delivery all 5 days of the week.

I got promotional materials from the Gift of Life on February 1st. We received a display quilt, easel stand and other promotional materials. The Quilt is hanging on the wall by the teen section.

Tax forms have been trickling in this month. We have a fair amount of Federal and State Tax forms for our patrons.

The signs for cell phone use were sent on February 28th by the Community Relations Department. These signs were placed by the computers and in other areas of the library. I attended 3 webinars this month. They were excellent webinars.

Groups:

We have adults from the group home come for the library visit every Monday from 10 am to 11 am. We had 10 adults from the group home that visit the library regularly.

Programs:

We had the Baby step with Miss Katie on January 20th and it runs through February 24th. The programs have brought the babies and moms at two different time slots of Fridays. We have the 1-12 month babies at 10am and 12-24 month babies at 11am. This program has been going very well with baby participation and interaction. Miss Katie does a great job. Our attendance has been great for this program. On January 20th we had 2 adults and 2 kids for the 10 am slot and 4 adults and 4 kids for the 11 am slot. On January 27th we had 8 adults and 13 kids for the 10 am slot and 8 adults and 7 kids for the 11 am slot. On February 3rd we had 5 adults and 6 kids for the 10 am slot and 8 adults and 8 kids for the 11 am slot. For the February 10th Baby steps we had 5 adults and 5 kids for the 10 am slot and 12 adults and 10 kids for the 11 am slot. For February 17th we had 5 adults and 7 kids for the 10 am slot and 14 adults and 12 kids for the 11am slot. For the last day of Baby step on February 24th we had 3 adults and 3 kids for the 10 am slot and we had 10 adults and 7 kids for the 11 am slot. The Baby steps program was a very well received program.

We had the Graphology program on Thursday February 23rd with Mr. Littman. We had 35 adults and 2 kids that attended the program. It was a great program and patrons would like to have Mr. Littman come back.

Our story time with Miss Marcia started on February 27th. We had 9 adults and 13 kids for story time. The Folklore with adults program with Miss Marcia also started on February 27th. We had 3 groups. The first group had 14 adults, 2nd group had 6 adults and the 3rd group had 2 adults.

The community Relations department have been sending us the winter guides, posters and program flyers. The patrons love the program guides. I have been giving the bookmarks and program guides when I sign patrons for a new library card.

GDL Report: reported by David Conklin

- Not available this meeting

Davison School District: Presented by Susan Vamos

- Not available this meeting

OLD BUSINESS:

- Student mural to be painted on wall. Currently waiting for paint to get started.

NEW BUSINESS:

- Andrea Schroeder updated that the City has started to receive the grant money to help pay for the carpet (will be talking with Davison & Richfield Townships to work on total amount payment process)
- City DPW painted the inside walls of the Library (first time in about 25 years that this has been able to be done). Thank you to Andrea, the DPW employees and library employees for making this possible
- St. Patrick's Day event will be March 11 along with booksale
- Discussed labeling the boxes of books for the book sale to better organize them (Non-Fiction, Fiction, etc.)
- Diane Millington of the City of Davison DDA has offered the Board the chance to set up a small book sale during one of the Summer Car Cruises.
- Looking at getting additional rock for landscaping areas
- Sue has asked for 25 folding chairs that can be used for Library events. The board approved the purchase of the chairs.

FRIENDS OF THE LIBRARY:

- Book sale
 - March 10, 11 & 12; July 7 & 8; Nov. 3,4 & 5
 - 2018: March 9,10 & 11

NEXT MEETING:

- Wednesday, May 3, 2017 at 4:00pm

ADJOURNMENT:

Meeting adjourned at 5:10 pm

Motion made by Alice Walberg & 2nd by Mildred Burgess

SUBMITTED BY:

Travis Howell: Secretary