

Circulation Committee Report – April, 2021

Submitted by Robin Brown, North Coordinator, as the Circulation Coordinator has extenuating circumstances

I will coordinate this report with the **standard duties of the Circulation Committee**, which consist of the following

1. In late fall, the Book Selection Committee contacts the Circulation Chair to determine who the books (for the next circulation cycle) should be sent to, and the approximate time the books should arrive. In early January, 2021 all the books were sent to Robin Brown, North Coordinator. In the recent past, the books have been sent to the Circulation Chair ... however this is flexible.
2. The books must be divided into North, Central, and South groups. Circulation Committee either does this as a group or determines who should do this. In the recent past, the Circulation Chair has divided the books. Robin Brown, North Chair, divided up the books this year.
3. The circulation committee typically meets as a group to divide members into North, Central, and South groups for the purpose of distribution of the books.

Sue Pizzimenti, then secretary, suggested a division of geographic groups to the circulation committee & we welcomed & agreed with her suggestion.

2021 - Due to extenuating circumstances with 2 members of the Circulation Committee we asked Katie Chambers, who had expressed interest in this committee, to take over preparing & distributing books for the South group. Beth Brick is the contact person for the Central group. Sue Pizzimenti stepped in and completed the following tasks (which are usually done by the Circulation Chair):

1. Compiled & typed up a general list of members (active, associate, & honorary) alphabetically with demographic information, including addresses, phone &/or cell #s, emails, & status of membership. (i.e new active, active, associate, & honorary). The members circulation group (i.e. N, C, or S) is also listed for active members.
2. Compiled & typed all the above information into 3 separate sheets for North, Central, & South active members.
3. Compiled & typed the rotation of the books – by book title & date for all active members, &

compiled the above information into 3 lists for North, Central, & South members.

4. Developed & typed the template which is placed at the back of the book for the passing order
5. Develops & typed the personal passing order for approximately 60 members.

The circulation chair has printed and distributed this information to the other two circulation coordinators in the past. (Although it is a choice of the responsible party to send this information to coordinators to print themselves, as was done this year).

General responsibilities of the Circulation Group include wrapping the books in book covers for circulation. (It is the responsibility of the Circulation Group to order & store book covers). The wrapping is typically done as a group, but due to the covid pandemic, Robin Brown wrapped the books.

The Circulation Chairperson is typically assigned to one of the three geographic groups on Grosse Ile, for example, South. However at recent board meetings, we have discussed relieving the chair of this responsibility due to her other responsibilities. We have also discussed having

a Co-Chairman, specifically a member who has the technological skills involved in developing and typing the various formats described earlier. (However, this change has not been made as of now). The Chair & 2 Coordinators write member's names on the template regarding circulation distribution for their group (N, C, or S). This involves writing approximately 20 names on 20 template (400 names) for each circulation area (N,C,& S) The templates are then taped to the inside back cover of the book.

The books are distributed at the February speaker/ dinner. Members who cannot attend are asked to request that another member pick up their book at the dinner, or make other arrangements. This year due to covid, there was no February dinner. South books were either delivered by Katie Chambers, or were picked up from her covered porch. North & Central books were picked up from Robin Brown's garage.

If there are difficulties with late or missing books, it is the responsibility of the coordinator of her area (N,C, S) to track down the book.

The following are **changes in circulation practice due to the covid pandemic**. All active members received their first book on March 1, 2021. By mid-March, various

restrictions were put in place by the Michigan governor to deal with covid. The Book Club of Grosse Ile Board decided at that time to stop the rotation of books. Once it was determined, via scientific reports, that covid is **rarely** spread by objects, book distribution began again on June 1. Members were instructed to: sanitize their book; put a note on the book regarding when it was sanitized; and place the book in a plastic bag. Books are placed in a designated spot at the receiver's home, so there is no person-to-person contact. Board meetings were done via Zoom, with the exception of 2 meetings in summer which were outside with social distancing.

Respectfully submitted, Robin Brown