

Roseville Public Library Commission
Regular Meeting
March 10, 2014
Minutes

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene Van Marcke at 6:30 p.m. in the Conference Room.

Present: Commissioners Pat Chownyk, Joan Logghe, Cara Tonn, Charlene Van Marcke, and Director Jacalynn Harvey

Absent (excused): Commissioner Phyllis Reneau

Recording Secretary: Cara Tonn

II. DISPOSITION OF MINUTES

Motion by Commissioner Chownyk supported by Commissioner Logghe to accept the Minutes of the regular meeting of February 10, 2014.

MOTION CARRIED UNANIMOUSLY

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update.

- a. Commissioner Chownyk made a presentation regarding the Library's current projects to the City Council as part of their redevelopment ready program.
- b. A student representative from East Detroit High School called to ask for a representative of the Library to attend their Literacy Night. Unfortunately, the Library was not given enough notice, but the Director told him to call earlier next year and we would try to have a presence there. The Library will send along some brochures.
- c. One of the city's Senior Citizens Clubs requested the use of Erin Auditorium every first and third Thursday of the month for their meetings. They are having a difficult time finding a free place to hold their meetings. The Director allowed them to hold one of their meetings last month. Although the Director is trying to be amenable to the group, they are requesting to have the room from 8 a.m. until 2 p.m. as well as storage in our building, which is not possible. The Director will allow them to meet one or two more times to see if it will work out.

2. Library Programs/Classes.
 - a. Teen Programs: Open Gaming Night and TAG meeting on March 24.
 - b. Anime Night: *Kaze No Stigma* and 2nd Annual Trivia Contest on April 2.
 - c. Book Discussion: *The Good Thief* on April 3.
 - d. Adult Programs: Club Bead March 20.
 - e. Children’s Programs: The Bubbleman on March 14, and Toddler and Story Time, Session 3 begins on March 21.

3. Friends of the Roseville Public Library.
The Book Sale Committee meets on March 19 to discuss book sale plans.

4. Roseville Historical and Genealogical Society.
“Discovering Michigan County by County” on March 18.

5. Budget and Bills.
 - a. The Director has been monitoring the budget and everything looks good.
 - b. The Director has requested the delegation of funds through Co-op Central Purchasing to purchase a new router (suggested by the Co-op) at a cost of \$410, and a new staff computer at a cost of \$764.

Motion by Commissioner Tonn supported by
Commissioner Chownyk to delegate \$1,200 in Co-op
Central Purchasing funds to purchase a new router and staff
computer.

MOTION CARRIED UNANIMOUSLY

V. SUBURBAN LIBRARY COOPERATIVE.
None.

VI. COMMUNICATIONS
None.

VII. UNFINISHED BUSINESS

1. Drafts of Legal Documents
 - a. Building Lease: clarification on 3a – the Library cannot let things deteriorate, but the City still contracts out, and the Library is charged for, for cleaning services.

- b. Clarification on whether the Library can hold patrons responsible for fines or lost materials once they turn 18: The Library can request that a patron pay for those items, and send them letters through Unique.
 - c. Regarding patrons in bankruptcy, the Director is waiting to hear from Anne Seurynk to find out exactly what patrons are accountable for, although collections would be discontinued and no new cards would be issued to those in bankruptcy.
2. Review of Library Policies.
- a. Patron Behavior Policy
 - i. Introduction: both Commission and Board are acceptable terms.
 - ii. IIE4 has been edited to include the acceptance of personal transport vehicles.
 - iii. IIE10 Patrons may not use the Library's phones.
 - iv. IIIE5 Anne Seurynk added a time limit of 15 minutes.
 - v. IVP Sentence has been corrected.
 - vi. VD Age added: 16
 - vii. VG Has been clarified – police are called if children are left unattended at closing time in the Library and a note (without identifiers such as names) is posted by the exterior door.
 - viii. VIB2 Has been corrected to allow patrons to appeal the suspension of their Library privileges.
 - b. Computer and Internet Use Policy
 - i. IIIA5 Increased to 3 hours.
 - ii. IIIA Changes in hardware/software.
 - iii. IIID Edited to reflect the beginning of shut down process
 - iv. IIIE Edited to reflect increase in charge for printing.
 - v. IVB Anne Seurynk suggested including consent language on the library card application form.
 - vi. VIF Edited to remove first sentence.
 - vii. VG Removed prohibitions on attaching iPods, phones, etc. to PCs.
 - viii. VH Added PC management system.
 - ix. VK is included in VM and VL is not valid.
 - c. Purchasing Policy

There is no legal reason to get three quotes, it is a “best practice” and is good for transparency.
 - d. Hazardous Weather Policy

The Commission reviewed this policy that was adopted in February.
3. Personnel Update.
- Amanda put in her two-week notice. The Library has posted two part-time librarian positions and two internship positions but has not received a good response.

4. Employee Handbook.
Tabled for now.

VIII. NEW BUSINESS

1. Donations.

Commissioner Logghe made the motion to accept the donations and send acknowledgements. Commissioner Tonn supported the motion.

MOTION CARRIED UNANIMOUSLY

2. Food For Thought.
Partnering with Gleaners.
3. Procedure for Accepting Checks.
The Commission discussed amending our procedures for accepting checks, particularly for small transactions as the returned-check fee is \$40 per check.
4. IPS Technology Services.
The Director is discussing purchasing computer filter service hours through this firm.
5. Capital Improvements
The Director has submitted a list of improvements, including carpet, painting and laminate to the Assistant Controller.

IX. ADJOURNMENT

Commissioner Chownyk made the motion, that having acted upon the agenda, the meeting be adjourned at 8:03 p.m. Commissioner Logghe supported the motion.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,



Cara Tonn

Next Meeting: Monday, April 14, 2014 at 6:30 p.m.