

Roseville Public Library Commission
Regular Meeting
May 12, 2014
Minutes

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene Van Marcke at 6:35 p.m. in the Conference Room.

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

Recording Secretary: Cara Tonn

II. DISPOSITION OF MINUTES

Motion by Commissioner Chownyk supported by Commissioner Reneau to accept the Minutes of the regular meeting of April 14, 2014.

MOTION CARRIED UNANIMOUSLY

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update.

- a. Congratulations to Commissioner Pat Chownyk for being presented with the Alexander Macomb Historical Award presented by the Macomb County Historical Commission.
- b. Annamarie Lindstrom and Jason Novetsky represented the library at the Math/Science/Tech Fair at Roseville High on June 9.
- c. Michael Auerbach from Gleaners sent a thank you email message to the library regarding our library's contribution to the food drive, "Food for Thought." Our library donated 153 pounds of food which translates into 127 meals.
- d. New librarian Kristen Valyi-Hax is a notary and submitted a proposal to offer notary services, by appointment, free to Roseville residents and for a small charge to non-residents. At least one other member of staff would also have to apply to be a notary so that there would be an employee available to provide this service during most open hours, so the Director will consider becoming a notary.

- e. Summer Reading Program
 - i. The general theme for the SRP is science. Children – Fizz Boom Read; Teens – Spark a Reaction; Adults – Literary Elements
 - ii. The program will kick off on Friday, June 13, with make-and-take crafts, hand painting, a movie (w/picnic), and contests. Volunteers are needed.
 - iii. Programs – Grandma Science, Marshmallow Challenge, Mad Science, Critter Chemistry, Essence of Equines, LEGO Club, AdamBots Robotic Team, Natural Beauty Products Workshop, Anime, Family Movies, Club Bead, Zombie Squad, Is There Life Out There? (Warren Astronomical Society), Teen Programs (Magnetic Tile Art, Henna Art, Tie Dye and Open Games), Roseville Local Logo Game.
 - iv. Prizes: Kona Ice Truck (children/teens only), Nintendo DS (Listeners and Readers), PS Vita Game System (Teens), Mr. Paul’s Chop House (Adults), generic canvas book bags and “I Love Roseville” t-shirts (Roseville Local Logo Game).

2. Library Programs/Classes.

- a. Teen Programs: Magnetic Tile Craft on May 19 and ACT Prep with the Tutor Doctor on May 28.
- b. Anime Night: *Wolf Children* on June 4.
- c. Book Discussion: *The Snow Child* on June 5.
- d. Adult/Teen Program: Club Bead on May 15.
- e. Summer Reading Program Kick Off on June 13.

3. Friends of the Roseville Public Library.

- a. The sale took in \$1,700.00 with one-time expenses (boxes, etc.) of \$400.
- b. The Friends Annual Meeting is on Wednesday, May 28 at 7:00PM. The Director will be asking the Friends to support the summer reading program, staff development day and a new collection of urban fiction.

4. Roseville Historical and Genealogical Society.
“Exploring Michigan Shipwrecks” on May 20.

5. Budget and Bills.

The Annual Budget has been presented to both the Commission and City Council.

Commissioner Logghe made the motion to approve the Annual Budget as presented by the Director. Commissioner Chownyk supported the motion.

MOTION CARRIED UNANIMOUSLY

V. SUBURBAN LIBRARY COOPERATIVE.

None.

VI. COMMUNICATIONS.

None.

VII. UNFINISHED BUSINESS.

1. Drafts of Legal Documents

Anne Seurynk is making clean copies to present to the Mayor and Council. She will send them by the end of the month.

2. Review of Library Policies.

The Gift Policy was slightly altered.

Commissioner Reneau made the motion to accept the new Gift Policy. Commissioner Chownyk supported the motion.

MOTION CARRIED UNANIMOUSLY

3. Personnel Update.

The Library hired Amy Pavlivchek and Monique Jones as part-time clerks and Sarah Marsack as a substitute librarian.

4. Employee Handbook.

Commissioner Van Marcke worked with the Director and Assistant Director on this document. The Director will also work with Linda Huck in the HR Department and the final draft will be presented to the Commission.

VIII. NEW BUSINESS.

1. Summer Commission Meetings.

The Commission changed the normal summer schedule to take the months of June and July off, rather than July and August.

Commissioner Chownyk made the motion for the Commission to take the months of June and July off and resume the meeting schedule in August. Commissioner Reneau supported the motion.

MOTION CARRIED UNANIMOUSLY

2. Sample Employment Contract.

Linda Huck from HR will be providing the Director with a sample contract with which to create a contract for the new full-time Head of Adult Services position by July 1, 2014.

3. Bankruptcies.

According to an opinion by a bankruptcy attorney, the library will have to change its procedures on handling approved bankruptcies by wiping the patron's record clean.

4. Technical Support.

The Director is looking at two companies to provide IT service regarding the Library's filter – IT Right and IPS Tech Systems.

IX. ADJOURNMENT

Commissioner Reneau made the motion, that having acted upon the agenda, the meeting be adjourned at 8:10 p.m. Commissioner Logghe supported the motion.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,



Cara Tonn

Next Meeting: Monday, August 11, 2014 at 6:30 p.m.