Roseville Public Library Commission
Regular Meeting
September 8, 2008
Minutes

I. CALL TO ORDER

The meeting was called to order by Chairman Mike Keith at 7:00 p.m. in the Library Commission's Conference Room.

Present: Commissioners Mike Keith, Pat Chownyk, Yvonne Flores, Barb Miglio, and Director Rita Valade

Excused: Charlene Van Marcke

Public: None

Recording Secretary: Rita Valade

II. DISPOSITION OF MINUTES

Motion by Commissioner Chownyk supported by Commissioner Miglio to approve the Minutes of the regular meeting of June 9, 2008 with one change – the date of the next meeting should read September 8, 2008 instead of September 9, 2008.

MOTION CARRIED UNANIMOUSLY

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library update.

Staff Update. The part-time librarian we hired to replace Leigh Romano in May resigned because she was offered a full-time job. Rather than hire another person, Leigh agreed to work two Saturdays a month and the remaining hours are being picked up by the other part-timers.

The city will be installing a generator on Saturday, October 4th. Since the power will be off, the library will need to close down that day.

The library computer system has been experiencing several problems. The director is working with SLC to come up with a solution.

The library, along with the Friends and RHGS will participate in the Employee Benefit Fair on Wednesday, September 10th.

The pay phone is out of order. Rita will speak with the City about whether or not we should replace it.

Rita purchased clear plastic covers for the new magazines in the Youth Area. This should keep them looking nicer longer and stop the staff from checking out the most recent issue. If they work well, we may ask the Friends if they would like to purchase covers for the adult magazines.

2. Library Programs/Classes.

   a. Book Discussion. The Discussion Group meets the first Thursday of the month 7-8:00 p.m. *A Cold Day in Paradise*, the One Book One Community selection, will be discussed in October.

   b. Family Movie Matinees. "Nim's Island" will be presented on September 20th at 2:00 p.m.

   c. Teen Anime Club. "Death Note" will be shown on September 25th at 7 pm.

   d. Summer Reading Club. The program was a success. There is an article in the newsletter and on the website with the number of individuals completing the program and prize winners.

   e. Storytime. Classes start the week of September 22nd. There will be two four week sessions for pre-schoolers and toddlers.

3. Friends of the Roseville Public Library

   a. Book Sales. The next booksale is October 13th. Summer booksales went well, the August sale was one of the smallest – under $100.00.

   b. *A Time to Remember*. The Friends revised and reprinted this publication. It was released this summer. Copies are $10 each and are available at the Circulation Desk and by mail order. An order form is on our website.

   c. *Tumblebooks*. The Friends purchased this for the library and it has been loaded on our website. There were 101 users in the last month.

4. Roseville Historical and Genealogical Society

a. The RHGS Book Launch party for *Roseville's Airport*, written by Gail Elliott, is scheduled for Tuesday, September 16th. Copies of this book are $20 each and available at the Circulation Desk and by mail order. An order form is on our website.

V. SUBURBAN LIBRARY COOPERATIVE

The posting for the permanent, full-time director position expired. The Personnel Committee narrowed it down to four candidates who will be interviewed by a panel of four individuals: two library directors and two SLC Board members.

No definite news regarding Macomb County Library and the expected purchase by Wayne State University.

VI. COMMUNICATIONS
None.

VII. UNFINISHED BUSINESS

1. Compact Disk Shelving. The shelving arrived and is in the process of being assembled and installed. When it is complete, library employees will fill the unit with CDs. Hopefully, the job will be completed by the end of the week.

2. Rewiring the Library. Rita shared information received from Jere Diebold and libraries that used C-Tech for rewiring. All of the comments were positive. The Commission suggested Rita get one more opinion regarding whether or not we should rewire and a decision will be made in October.

3. Long Range Plan: Tabled.

VIII. NEW BUSINESS

1. Endowment Fundraiser. With assistance from Barb Miglio and Phyllis Reneau, the library will conduct another Achatz Pie fundraiser. The last day for orders will be November 6th and delivery will be November 21st.

2. Policies.

a. Collection Development Policy. Rita recommended removing the passage referring to the Friends rental policy. She will replace it with wording indicating that the rental collection was absorbed into the regular collection and rental fees are no longer charged and all items are holdable.

Commissioner Miglio made the motion to revise the policy. Commissioner Flores supported the motion.

MOTION CARRIED UNANIMOUSLY

b. Public Relations/Publicity Policies. Rita recommended merging these two policies and removing the Publicity Policy. A motion to this effect was made by Barb Miglio and supported by Pat Chownyk.

MOTION CARRIED UNANIMOUSLY

c. Friend's Rental Video/DVD Policy. Rita recommended removing this policy since we no longer have a rental collection. Motion to do so was made by Yvette Flores and supported by Barb Miglio.

MOTION CARRIED UNANIMOUSLY

3. RFID/SLC. SLC has been investigating RFID vendors. They had bids from three companies for an RFID conversion including all SLC libraries. 3M was the preferred company since they offered a competitive bid and they are the preferred vendor of Sirsi/Dynix. The Cooperative will purchase enough tags for 85 percent of each library's holdings, one set of gates per library, and multiple pads (seven for our library). We will have to purchase one additional set of gates and a few pads (should not exceed $20,000.00). Also, the contract includes 15 months of maintenance after which we will have to pay maintenance on the gates and pads (approximately $1,500.00). RFID is the emerging standard for inventory control. Larger libraries feel this would make circulation and materials management much more efficient. Although there were some reservations, the library directors agreed to RFID since the cooperative wanted all libraries to participate and use the same RFID system. Representatives will meet with each library individually. At this time we do not have an implementation date but it is expected to be within the year.

4. Volunteer Program. The library has occasionally utilized adult volunteers and we do have an application form for volunteers. We are trying to expand our volunteer program and we will begin offering orientation and training for set jobs. Jacalynn Harvey will oversee the volunteers. Mike Keith suggested that we consider having background checks done on all volunteers. Other commissioners agreed. Rita will look into this.

5. Donations. Pat Chownyk moved that the Commission accept the donations listed and that the Director send the appropriate thank you letters to the donors. Yvonne Flores seconded the motion.

<u>Willie & Joe: the WWII Years</u> given in honor of James Robert Sutherland on the Occasion of his 100th Birthday by the Taitt Family.

Covert: My Years of Infiltrating the Mob given by Clifford T. Webb.

Erase: Missing Women, Murdered Wives and The Good Rat: A True Story given in honor of Ryan Monroe on the occasion of his 10 years of service with the City of Roseville.

MOTION CARRIED UNANIMOUSLY

IX. ADJOURNMENT

Commissioner Flores made the motion, that having acted upon the agenda, the meeting be adjourned at 8:45 p.m. The motion was supported by Commissioner Chownyk.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Rita M. Valade

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NEXT REGULAR MEETING: October 13, 2008 at 6:30 p.m. (Includes Endowment Meeting)