

Roseville Public Library Commission
Regular Meeting
October 14, 2013
Minutes

I. CALL TO ORDER

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

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

Public: None

Recording Secretary: Cara Tonn

II. DISPOSITION OF MINUTES

Motion by Commissioner Chownyk supported by Commissioner Van Marcke to accept the Minutes of the regular meeting of September 9, 2013.

MOTION CARRIED UNANIMOUSLY

Motion by Commissioner Van Marcke supported by Commissioner Chownyk to accept the Minutes of the closed meeting of September 9, 2013.

MOTION CARRIED UNANIMOUSLY

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update

- a. AWE Computer. The Friends in June approved funds for a new early literacy computer for the children's area. The Coop is looking into a group purchase, which would mean a lower price than the \$3,250 that was originally projected. The group purchase should go through mid-November.
- b. "Welcome to the Roseville Public Library" Brochures. Will be distributed to patrons beginning at the end of December – it outlines all the price changes that will go into effect in January, 2014.

- c. Trees. DPW removed some trees that were along the fence on the east side of the parking lot due to Emerald Ash Borer disease. Director Harvey picked some flowering crabapple trees to replace them. The maple tree near the south entrance that was hit by lightning has been removed and will be replaced at a later date by another hardwood.
- d. Volunteer Policy. Copies of the new policy and application were distributed to Commission members.
- e. Website. The librarians are continuing to update the new website template and hope to put it up by the end of the year.
- f. Fax Line. Since the City changed phone carriers recently, the Library has had problems with the fax line. This service for patrons will be discontinued until the self-service fax arrives.
- g. Suggestion Box. Director Harvey recently went through all three suggestion boxes. Most patrons do not identify themselves on their suggestions, and among those that do are joke submissions presumably from teens. Director Harvey does respond to anyone who does include an identifiable name and address. Overwhelmingly, patrons are complimentary about customer service. Many patrons are unhappy with the seven-day book policy, and Director Harvey explains both that the books may be renewed, and that when our budget improves more copies will be purchased.

2. Library Programs/Classes

- a. Teen Programs: Zombie Halloween Party on October 28.
- b. Anime Night: *Kenichi: The Mightiest People* on November 6.
- c. Book Discussion: *The Light Between Oceans* on November 7.
- d. Technology Programs: Library Lab: Résumé Design Workshop, October 12. This program wasn't as successful as Director Harvey had hoped. Eight out of the 12 who had signed up showed up. The librarians were able to spend over an hour with each patron. It was an expensive program due to staff costs.
- e. Adult Programs: Club Bead on October 17.
- f. Children's Programs: Pre-School Story Time and Toddler Lap Sit Session One from October 25 through November 15.

3. Friends of the Roseville Public Library

- a. Book Sales. \$155 on September 12, \$147 on October 10.
- b. There will be a Harry Potter program on November 22.

4. Roseville Historical and Genealogical Society

- a. Monthly Program: History "Detroit's Corktown" on October 15.

5. Other Items

- V. Suburban Library Cooperative. Nothing new or unusual in the minutes. The Coop is exploring some group purchase opportunities, such as the AWE computer.

VI. COMMUNICATIONS

None.

VII. UNFINISHED BUSINESS

1. Drafts of Legal Documents. We are looking at the beginning of November to schedule a meeting with Anne Seurynk and officials from the City, including, Jane Dancy, Assistant Controller and Tim Tomlinson, the City's attorney, as well as the City Manager.
2. Budget and Bills.
3. Commission Trustee Appointments. Joan Logghe, who is the current Deputy Treasurer, is interested in serving on the Commission after her retirement at the end of the year.
4. Personnel Update.
 - a. The newest Computer Aide was let go. He had overinflated his abilities and had difficulty communicating with patrons. The other Computer Aide needed to take time off to deal with a medical issue and the position has since been eliminated.
 - b. Director Harvey has sent a memo to the City Manager regarding the need for knowledgeable personnel to deal with computer equipment. She proposed hiring pages to deal with some of the computer-related tasks, putting in a filter server for the games computers, and the possibility of job sharing someone with the City.
 - c. In the meantime, Director Harvey met with Apex regarding computer personnel, but feels that Apex would want more hours.
5. Credit/Debit Card Acceptance. The Coop is exploring an online credit acceptance deal. It is one of the group purchasing deals they're looking into. The Coop is testing it in Fraser. It would cost patrons \$0.50 per transaction, and the Library 2-3%. But in spite of the fee the Library would probably make more money.
6. Open Meetings Act.
 - a. There should be a 2/3 roll call vote to open a closed session and to close a closed session.
 - b. We should change our bylaws to set a time limit on speeches by members of the public. In addition, it should be noted that members of the public do not need to state their names to sit in on meetings, but must give their names in order to speak at a Commission meeting.

7. Endowment Fundraiser. Our tax attorney says we need to document fundraising activities.
 - a. We have a brochure, etc.
 - b. Assistant Director Lindstrom still wants to do a poker night, but Director Harvey wants to do something more library-related.

8. Painting and Electrical Work.
 - a. The electricians have started some of the work. They need to finish the wiring in the teen area in Phase One, as it would be more expensive to complete later.
 - b. The painting of Erin has started and should be finished by mid-November.

VIII. NEW BUSINESS

1. Donations.

The Storyteller given by Cara Tonn.

Endowment Fund donation give by Patricia Chownyk.

Endowment Fund donation given by Julia Massey in honor of Becky Patterson's 20th Anniversary at the Roseville Public Library.

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

MOTION CARRIED UNANIMOUSLY

2. Other Items.

None.

IX. ADJOURNMENT

Commissioner Chownyk made the motion, that having acted upon the agenda, the meeting be adjourned at 7:36 p.m. Commissioner Tonn supported the motion.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,



Cara Tonn

Next Meeting: Monday, November 11, 2013 at 6:30 p.m.