

Roseville Public Library Commission
Regular Meeting
April 14, 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, 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 March 10, 2014.

MOTION CARRIED UNANIMOUSLY

III. HEARING OF THE PUBLIC

Paul W. Bandy.

Mr. Bandy, of 17140 Toepfer, Eastpointe MI, checked out the book, "The Liberty Amendments" from the Roseville Library. Upon returning the book to the Eastpointe Library, the staff noted the book was stained along the outside edges of the book and on the front and back cover. At issue this evening was the \$10 collections fee and the \$5 library fee resultant from Mr. Bandy's and the Library's discussions of this matter over the last three months. Mr. Bandy already bought a new copy of the book and will donate the book to the Library with \$5, and the Library Commission will waive the \$10 collection fee.

IV. REPORT OF THE LIBRARIAN

1. Library Update.

a. Next Year's Budget.

- i. Director Harvey recently sat down with the Assistant Controller and looked over the budget for next year. Property taxes and revenues are still down.

- ii. The A.C. reduced the administrative fees from \$198,000 to \$172,000 and also dipped into the Library's fund balance, which had been at \$140,000, exceeding the 10% we should have. The A.C. also set aside capital funds: \$20,000 for resurfacing the laminate throughout the library, and hopefully there will be some funds left over for window treatments.
- iii. The City is hoping for a grant that will take care of windows throughout the building. The Library is hoping new windows will be tinted, thus negating the need for window treatments.
- iv. In speaking with the Assistant Controller, Director Harvey set out some priorities. The first is to retain good employees and to get Assistant Director Lindstrom up to a "3". The second is to make Sara "Head of Circulation" – A.C. did increase her hourly wage from \$12.25 to \$16. The third is to hire a full-time librarian with a contract, offering healthcare and paid time off, but no retirement package.
 - 1. A.C. said in order to fulfill these priorities, the Library should phase out interns and dip into the fund balance, leaving the rest of the budget intact.
 - 2. Computers would come out of Central Purchasing (through the Co-op), thus negating the need for that line item.
- v. A formal budget will be out in time for next month's meeting.

2. Library Programs/Classes.

- a. Teen Programs: Open Gaming Night and TAG meeting on April 21, ACT Prep with Tutor Doctor on April 28.
- b. Anime Night: *Lucky Star* on May 7.
- c. Book Discussion: *Before I Go To Sleep* on May 1.
- d. Family Programs: Paws with a Cause on April 30.

3. Friends of the Roseville Public Library.

No sales figure yet, but the sale was well organized and went smoothly.

4. Roseville Historical and Genealogical Society.

"Forgotten Landmarks of Detroit" on April 15.

5. Budget and Bills.

- a. The Library is on target with the budget.
- b. Through Central Purchasing, the Library has purchased a new router and computer, and has paid legal bills.

V. SUBURBAN LIBRARY COOPERATIVE.

None.

VI. COMMUNICATIONS

Thank You from Director Harvey.

VII. UNFINISHED BUSINESS

1. Drafts of Legal Documents
Just waiting for final copies from Anne Seurynk.
2. Review of Library Policies.
Waiting on final copies from Anne Seurynk.
3. Personnel Update.
Kristin V. was hired last month, did not need any training. Sara N. was hired here part time. Britney Waldorf resigned.
4. Wireless.
The Co-op has paid for updated wireless in its member libraries. The snow storms have affected the schedule for our Library's wireless updates. Problems with the circulation system seem to pop up when the techs sent by the Co-op come to work on the wireless. Luckily, the old wireless system is still in place.
5. Elevator
The elevator is fixed.

VIII. NEW BUSINESS

1. Temporary Upgrade for Pat Eick.

Commissioner Tonn made the motion to pay Pat Eick the difference between her normal hourly wage and the next "step" up -- \$19 to \$22 -- for the 4 days that Director Harvey was on sick leave and Assistant Director Lindstrom was on vacation. Commissioner Chownyk supported the motion.

MOTION CARRIED UNANIMOUSLY

IX. ADJOURNMENT

Commissioner Reneau made the motion, that having acted upon the agenda, the meeting be adjourned at 7:30 p.m. Commissioner Logghe supported the motion.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,



Cara Tonn

Next Meeting: Monday, May 12, 2014 at 6:30 p.m.