

Roseville Public Library Commission
Regular Meeting
October 8, 2012
Minutes

I. CALL TO ORDER

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

Present: Commissioners Pat Chownyk, Alison Horne, Barb Miglio, Cara Tonn, Charlene Van Marcke, and Director Jacalynn Harvey

Public: None

Recording Secretary: Cara Tonn

II. DISPOSITION OF MINUTES

Minutes of the September 10, 2012 meeting need to be revised to reflect the absence of Commissioner Alison Horne.

Motion by Commissioner Miglio supported by Commissioner Chownyk to accept the revised Minutes of the regular meeting of September 10, 2012.

MOTION CARRIED UNANIMOUSLY

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update.
2. Library Programs/Classes.
 - a. Book Discussions. "Major Pettigrew's Last Stand" on November 1.
 - b. Family Movie. "Mirror Mirror" on October 10.
 - c. Teen Program. Halloween party on October 24.
 - d. Anime Night. "Coyote Ragtime" on November 7.

- e. Adult Programs.
 - The Identity Theft Class scheduled for September 25 was cancelled due to lack of interest.
 - The Free Citizens Emergency Preparedness Workshop on September 27 was cancelled due to lack of interest.
 - An Evening with Author John Carlisle on October 17. This event is being well publicized.
 - f. Youth Programs. Read to Me Roscoe on October 19. Roscoe secured his own grant for the program through the Mt. Clemens Kiwanis.
3. Friends of the Roseville Public Library.
 - a. Book Sales. September 13th sale made \$203.20. Next sales are on October 11 and November 8.
 4. Roseville Historical and Genealogical Society.
 - a. Monthly Program: “The Forgotten War: The War of 1812” November 16.

V. SUBURBAN LIBRARY COOPERATIVE
Minutes were shared with the Commissioners.

VI. COMMUNICATION
None.

VII. UNFINISHED BUSINESS

1. Autumn Fundraiser. Jackie and Annamarie have been going through items in the basement and sorting them for sale or disposal. The Friends Board met on October 4, in part to discuss their role in the fundraiser. The fundraiser is scheduled for Monday through Thursday, November 12 through 15. The tag sale will run Monday through Thursday with a reception and basket raffle on Thursday. The Friends will have a special book sale on Thursday.
2. New Director’s Workshop. One of the outcomes of the workshop was that the Library needs to look at policies and update them to make sure they are current and to go through the Quality Services Audit Checklist (QSAC) that expires every three years. Also, State Aid applications will be coming out to libraries in October and need to be completed by February 1.
3. Strategic Planning Workshop. Although our current Long-Range plan runs through 2016, it is a fluid document, and this workshop gave us ideas about ways to involve the community in the process of updating the plan.

4. Microfilm Reader/Printer: We have donated this to the New Baltimore Library, which picked it up on October 8.
5. Legal Documents. The Commission reviewed the Building Lease, Fiscal Agency Agreement, and Property Transfer Agreement.
 - a. Building Lease.
 - i. After discussion, the Commission decided to negotiate a term of five years, with a consideration of \$50,000 per year.
 - ii. Under Tenant's Responsibilities number 3 item b, Director Harvey will ask Ann whether the Library will need to purchase personal property insurance.
 - iii. Under Landlord's Responsibilities, Director Harvey will discuss whether the Library will be responsible for maintenance, utilities and data cabling. Also to be negotiated, whether the Library or the City is responsible for indoor painting and carpeting.
 - iv. It will be written into the lease that the Library will allow the City use of the Conference Room, Erin Auditorium and the Youth Programming Room.
 - b. Fiscal Agency Agreement.
 - i. The City's Treasurer is our Fiscal Agent.
 - ii. Director Harvey will discuss with Ann Seurnyck our current disbursement process and how that will be written into the agreement, as changing disbursement to a Commission-approved process will be quite disruptive to the Library's processes (number 1).
 - iii. Director Harvey will also discuss number 3, the budget, with Ann Seurnyck, as 30 years is too long for the payment process.
 - iv. Director Harvey will discuss with Anne Seurnyck concerns about how the City will be paid for the Library's administrative costs.
 - v. Number 1 b needs clarification.
 - c. Property Transfer Agreement
 - i. Under Schedule 1 to Exhibit A, "books" in (number 1 letter a) should be changed to "print materials and media", and "computers, peripherals, machines, appliances, and equipment" should be added. Also, the Trust is included as the Library's property (number 4).

- ii. Under Exhibit B, membership in the Suburban Library Cooperative will be listed, along with Unique Management, and our various database obligations.

VIII. NEW BUSINESS

- 1. Director Harvey requested a closed-door session to discuss personnel matters. Vote was unanimous to open the session.

- 2. Donations.

Knitting in Circles donated by Immaculate Blaz.

Casual Vacancy donated by Lee Ann Baniszewski.

Gift of Pets donated Jamal Shkoukani.

Bullied donated by Christine Skruba.

Behind the Beautiful Forevers donated in memory of JANE SCHRANK by Amy Slate-Olsen.

Monetary donation from bead sales for the Endowment Fund given by Pat Eick.

Monetary donation given in honor of Louise Calcaterra by Annamarie Lindstrom for the Endowment Fund.

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

MOTION CARRIED UNANIMOUSLY

IX. ADJOURNMENT

Commissioner Tonn made the motion, that having acted upon the agenda, the meeting be adjourned at 7:35 p.m. Commissioner Horne supported the motion.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,



Cara Tonn

REGULAR COMMISSION MEETING: Monday, November 12, 2012 at 6:30 p.m.