

Roseville Public Library Commission  
Regular Meeting  
September 9, 2013  
Minutes

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene Van Marcke at 6:37 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 Reneau supported by Commissioner Chownyk to accept the Minutes of the meeting of June 10, 2013.

**MOTION CARRIED UNANIMOUSLY**

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update

- a. Summer Reading Club. Participation was down, as it was at most libraries in the area. Completion percentage was acceptable in Readers and Listeners but not among Teens and Adults.
- b. Staff Development Day Lunch. The staff had 100% participation and good reviews.
- c. Erin Auditorium. The City Manager approved painting of the auditorium and a tile backsplash. Director Harvey and Assistant Directory Lindstrom are looking at paint samples and will most likely go with gray.
- d. Cleaning. The new cleaning company is doing a fair job, and library staff continue to send emails to the maintenance foreman to remind them of problems.
- e. Overdrive Tutorials. Popularity of this program is slowing. The staff is going to start a résumé design tutorial instead.
- f. Office supplies. The staff will begin to stock and sell basic office supplies (pens, pencils, tape, etc.) at the circulation desk.

- g. Security cameras. The Police Department came in to look at the non-functional cameras, and with grant money installed three new cameras, one in the south parking lot, one in the Youth Room and one at the Circulation Desk. The Police will handle the monitoring of the cameras. The non-functional cameras will remain in place.
- h. Brochures. Two new brochures have been put out. “Thoughtful Way to Remember” will be placed at Kaul Funeral Home to encourage bequests to the Endowment. “History through Photographs” publicizes the local history services of the Library.
- i. Ed2Go. Director Harvey had cancelled this database because of poor customer service from Gale/Cengage, and the company declared bankruptcy a couple of weeks later. Somewhat miraculously, the library did receive a full refund of \$2,500.
- j. Affordable Care Act. The Library has not been able to schedule a workshop, but librarians are participating in a webinar to learn more about handling requests for assistance from the public. There will be a link to the government’s website on the Library’s homepage.
- k. Website. The Library purchased a new website template and Pat Eick, Tracy Wilson and Amanda Itria are working on creating a new site.
- l. Text Messaging. Patrons will soon be able to sign up for text message notifications from the library regarding holds, overdue notices, etc. This will begin in October.
- m. Filter. The Library’s filter needs to be updated, and two patrons have complained that they could not access sites with information about guns. The problem has been temporarily rectified.
- n. Penal Fines and other Revenue. The amount of penal fines the Library has received has dropped dramatically, from \$47,299 to \$29,764. The Library received a Renaissance Zone reimbursement check for \$1,300, which Director Harvey will investigate, since the Library is not in a Renaissance Zone. State Aid is expected to go up slightly this year (\$0.05 per capita), approximately \$2,300 for the library and \$83,000 for the cooperative.
- o. MeLCat and media. The Library may begin to loan some media through MeLCat by the end of the year. The Library anticipates much more lending and borrowing through MeLCat and is sending Jason Novetsky and Jess Lam to a workshop in September.
- p. Other Libraries. Sadly, Mt. Clemens has cut Sunday hours and Lois Wagner has cut hours from each day they’re open.

## 2. Library Programs/Classes.

- a. Teen Programs: Apples to Apples on September 23.
- b. Anime Night: *D. Gray-man* on October 2.
- c. Book Discussion: *Annie’s Ghosts* on October 3.
- d. Technology Programs: Library Lab: Résumé Design Workshop on October 12.
- e. Adult Programs: How to Handle Your Debts on September 18; Club Bead on September 19; Yoga in the Library on October 8.
- f. Family Programs: Movies: *Escape from Planet Earth* on September 11; *Hotel Transylvania* on October 9.

- g. Children's Programs: Pre-School Story Time and Toddler Lap Sit Session One from September 20 through October 11.

3. Friends of the Roseville Public Library

- a. Book Sales. \$114 on June 13, \$146.50 on July 11 and \$143.70 on August 8.
- b. Kroger Rewards Program: The Friends received \$414.89 for the period from May 1- July 30, 2013.

4. Roseville Historical and Genealogical Society

- a. Monthly Program: History Through Photographs on September 17.

5. Other Items

- a. Credit/Debit Card Acceptance. Director Harvey is investigating the possibility of accepting credit and debit cards.

V. SUBURBAN LIBRARY COOPERATIVE

The Coop's staff received pay raises and cost-of-living increases. eResource Central will soon be added to the catalog.

VI. COMMUNICATIONS

None.

VII. UNFINISHED BUSINESS

- 1. Drafts of Legal Documents. Jane Dancy, Assistant Controller for the City, attended the meeting and discussed some of the issues she and Tim Tomlinson, the City's attorney, have with the Employee Lease, Fiscal Agency Agreement, Property Transfer Agreement, and Building Lease Agreement. The bottom line is that Director Harvey will contact Anne Seurynk to set up a meeting among the City, the Library, the Commission and Ms. Seurynk.
- 2. Budget and Bills. The Library is over budget on part-time salaries, by about 2%.
- 3. Commission Trustee Appointments. The Library has sent letters to two residents and received no responses. We will all continue to search for candidates.
- 4. Personnel Update. Cecelia Boettcher has been hired as a part-time clerk, and Jeff Watson as a part-time computer aide.
- 5. Copier and Printer Increases. Effective January 4, 2014, the Library will make the following changes to Library files and fees:

- a. Overdue Print Materials: \$0.15 per day fines to \$0.25.
- b. Overdue media: \$0.50 per day to \$1.00
- c. Increase maximum overdue fines from \$5.00 to \$10.00, except magazines
- d. Increase deposit collection (GED, ASFAB collection) deposit from \$10.00 to \$20.00
- e. Decrease the number of renewals from 3 to 2 on all holdable items
- f. Increase the cost of photocopies and printing from \$0.10 to \$0.20

Motion by Commissioner Tonn supported by Commissioner Chownyk to increase overdue fines, increase the deposits on the deposit collection, increase maximum overdue fines, decrease the number of renewals on holdable items, and increase the cost of photocopies in the above manner, effective January 4, 2014.

**MOTION CARRIED UNANIMOUSLY**

**VIII. NEW BUSINESS**

1. Proposed Technology Plan and Acorn Electric Estimate. Director Harvey outlined a proposal to the Commission that entailed three phases. The first phase entailed a new Adult Computer Area/Quiet Study Area, Information Desk reconfiguration, Document Center, and Digital News Display. The second phase entailed a new phone line for cubicle 4 in the work room and a new Teen Computer Area. The third phase is the addition of outlets in the Michigan History Room. All three phases will total an estimated \$8,977. Phase one will cost about \$5,718.

Motion by Commissioner Chownyk supported by Commissioner Tonn to approve the disbursement of \$5,718 from Centralized Purchasing at SLC to Acorn Electric for phase one of the technology plan.

**MOTION CARRIED UNANIMOUSLY**

2. Computer Aide Positions.
3. Self-Serve Fax Machine. The Sterling Heights Library has a self-contained self-service fax machine for patron use. The company installs the machine and charges \$1.75 per page for domestic numbers, and the patron must use a credit or debit card or a prepaid card from the fax company. Introduction of this machine would cut back on staff time used for faxing. The Library could charge \$2.00 per page as part of revenue sharing. Acorn Electric will install a phone line for the machine.

Motion by Commissioner Tonn supported by Commissioner Chownyk to install new phone line and self-service fax machine.

**MOTION CARRIED UNANIMOUSLY**

4. Background Waiver for Volunteers. All volunteers, excluding Friends members, must have a background check, and the volunteer policy needs to be changed to reflect that. Also, Director Harvey will look into using iChat for background checks, but will probably have to go through the Friends as the Library is not a 501©3, and iChat does free checks for nonprofits.

Motion by Commissioner Reneau supported by Commissioner Tonn to accept changes to the volunteer policy.

### **MOTION CARRIED UNANIMOUSLY**

5. Donations.

Two copies of *Behind the Scenes at RHS* (2013 Reflections – Roseville High School Yearbook, Vol. 24) given by the Roseville Historical and Genealogical Society.

*Revolutionary Summer: The Birth of American Independence; Feud: The Hatfield and McCoys, the True Story; and Secret Rescue: An Untold Story of American Nurses and Medics Behind Nazi Lines* given in honor of Dave Carie on the occasion of his 15 years of service to the City of Roseville.

*The End of Diabetes* given by Katelyn Wuerges.

*Amish Garden: A Year in the Life of an Amish Garden* given by Jana Kovac.

*Goodnight Baseball and Jackie Robinson: An American Hero* given in memory of JAMES BATES by Betty and Augie Caringi.

*Counterclockwise: My Year of Hypnosis, Hormones, Dark Chocolate, and Other Adventures in the World of Anti-Aging* given in memory of BETTY PYYKKANEN by Arianna Woznak.

*Underground; Toys in Space; and Steam Train, Dream Train* given in honor of Annamarie Lindstrom on the occasion of her 10 years of service to the City of Roseville.

*Puss in Boots and Tortoise and the Hare* given in memory of MARY RUGGIROLI by Louise Calcaterra.

*Creative You* given in memory of LISA DEKLERK by Pat and Gene Chownyk.

*Night Light* given in memory of JEROME SCHOCK by the Stone Family.

Monetary donation given by the RHGS to update the Michigan Room electrical system.

Monetary donation for the Library Endowment Fund given in memory of KEITH MIGLIO by the Library Commission.

*Tell Me* given by James Savage.

*Bombshell* given by Loreen Roths.

*Cuckoo's Calling* given by Scott McEachern.

*English Girl* given in honor of Vivienne and Rachel by Allison Isbey.

*Street Cat Named Bob* given by Sarah Sokolowski.

*Car: the Definitive Visual History of the Automobile and Custom Classic Cars* given in memory of THOMAS BERNARD by Janice Carter.

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

**MOTION CARRIED UNANIMOUSLY**

6. Other Items.  
None.

IX. ADJOURNMENT

Commissioner Tonn made the motion, that having acted upon the agenda, the meeting be adjourned at 8:53 p.m. Commissioner Reneau supported the motion.

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,



Cara Tonn

Next Meeting: Monday, October 7, 2013 at 6:30 p.m.