

Roseville Public Library Commission  
Regular Meeting  
January 14, 2013  
Minutes

I. CALL TO ORDER

The meeting was called to order by Chairman Char Van Marcke at 6:35 p.m. in the Library's Michigan History Room.

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

Absent: Commissioners Alison Horne and Barb Miglio (excused)

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 December 10, 2012.

**MOTION CARRIED UNANIMOUSLY**

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update.  
The Library's Overdrive Workshop went really well, there was only one no-show.
2. Library Programs/Classes.
  - a. Teen Program. Haunted House Face Painting Demonstration, January 23.
  - b. Anime. Cosplay (Costume) Contest, plus Excel Saga, February 6.

- c. Adult Program. Family Law Workshop, January 24.
  - d. Children's Program. Canvas Snowman Bag Craft, January 21.
  - e. Book Discussion. *MacBeth*, February 7.
- 3. Friends of the Roseville Public Library book sales. The sale on December 13 brought in \$175.00 and the sale on January 10 brought in \$190.00. The Romance book sale will be in February.
  - 4. Roseville Historical and Genealogical Society. "Jacobson's: I Miss it So!" on January 15.
  - 5. Other Items. None.

#### V. SUBURBAN LIBRARY COOPERATIVE

Meeting minutes.

#### VI. COMMUNICATION

None.

#### VII. UNFINISHED BUSINESS

- 1. Drafts of Legal Documents. Director Harvey has conferenced with Anne Seurynk via phone regarding several of the documents.
  - a. Regarding Exhibit A, the document should contain a list of administrative services the city will provide; how the city will take money for the lease; and how the utilities are divided, by square footage and percentage of use.
  - b. Regarding the Employee Fiscal Agency Agreement there is a discrepancy because the commission hires the director but the director is a city employee. Anne Seurynk is consulting with an employment attorney.
- 2. Bylaws. Director Harvey sent two Bylaws, Computer Resources and Patron Behavior, to Anne Seurynk for review.
- 3. Fee for Internet Cards. The server is slow and the Co-op says it needs to be replaced or programs need to be removed from it. The Adult computers are almost always full.

- a. Originally the thinking was to create a day pass for computer users, but it didn't work for printing purposes.
- b. The new plan is to move the public printer behind the Circulation Desk and provide non-residents with paper passes for three hours for \$3.00 good for one day only. All patrons would pay for their print jobs at the circulation desk before they are printed.
- c. The Co-op will do all the computing work – the server will work better now because the printing software will be taken off the server.
- d. The Library will need to have a new countertop built where the printing station will be. This will cost \$75.00 and will come from the Library budget.
- e. The Library will need a new Ethernet connection installed. Director Harvey received a quote of \$788.00 for two new Ethernet lines. This will come from centralized purchasing.

Motion by Commissioner Tonn supported by Commissioner Chownyk to charge \$3.00 for a 3-hour computer use pass good for one day only, to have two new Ethernet lines installed for \$788.00, and to purchase a new formica countertop for \$75.00.

**MOTION CARRIED UNANIMOUSLY**

- 4. Upholstery estimate. The cost to reupholster the chairs found in the basement is \$250.00 per chair. The cost to reupholster the chairs from the youth room is \$450.00 per chair. The total cost would be \$1400.00, including pick up and delivery, by Mank Furniture & Upholstery.

Motion by Commissioner Chownyk supported by Commissioner Tonn approve funds to reupholster the four chairs from the centralized purchasing account.

**MOTION CARRIED UNANIMOUSLY**

- 5. Cleaning. There is still no official word from the City regarding the contracting out of cleaning services, but contractors have been touring the building.
- 6. Part-time Personnel hours. Director Harvey has not heard anything back from the City regarding cutting employees' hours back from 30 to 27 hours per week.
- 7. Other Items. None.

**VIII. NEW BUSINESS**

- 1. Budget Report. Director Harvey says we are on target. The Commission reviewed the Budget Report and the Check Register.

2. Photocopier. The staff copier has been on its last legs for some time. Director Harvey brought in Sterling Office Equipment for a quote on a new copier. This is the company that services the Library's patron copiers. The choice was between a new desktop model costing \$1,229.00 with no service contract and a two-month warranty and a standalone refurbished machine that cost \$1,600.00 with a two-month warranty, 2,000 copies per month included and a service contract of \$288.00 per year including toner and drums. The standalone machine cost less per copy than the desktop model. Also, Pat Eick has donated \$500.00 from her bead sales toward a new copier, bringing the Library's out lay for the standalone model to \$1,100.00.

Motion by Commissioner Chownyk supported by Commissioner Tonn to buy refurbished standalone copier from Sterling Office Equipment payable from library funds.

**MOTION CARRIED UNANIMOUSLY**

3. Media borrowing and lending through MeLCat. The Co-op wants all members to loan out all books and media. Currently, the Library only lends books.

Motion by Commissioner Tonn supported by Commissioner Chownyk to approve the lending and borrowing of media through MeLCat.

**MOTION CARRIED UNANIMOUSLY**

4. Circulation period and hold status of new books and DVDs. The staff would like to see seven-day checkouts for new titles in Adult Fiction, holdable by Roseville cardholders only for the first year.

Motion by Commissioner Chownyk supported by Commissioner Tonn to change the checkout period for new Adult Fiction and DVDs to seven days holdable by Roseville cardholders only for the first year.

**MOTION CARRIED UNANIMOUSLY**

5. Personnel update: one of the clerks resigned and some hours went to Jessica Gilley, the rest have been posted.
6. Student practicum. There will be a student doing some work on projects in the library.
7. Donations.

Monetary donation given in memory of Leona Kollmorgen to be used for the Library Endowment Fund by Julia Massey.

*Dollar Bill Origami* and *Kindle Fire HD for Dummies* given by Tue X. Her.

*All Aboard: the Complete North American Trail Travel Guide* and *Revision and Self Editing for Publication* given in honor of Phyllis Jones on the occasion of her retirement after many years as a librarian by the Staff of the Roseville Public Library.

*Pete the Cat Saves Christmas* and *Oh No, George!* given in honor of Annamarie Lindstrom and her homemade apple pie by Deanna Hoisington.

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

**MOTION CARRIED UNANIMOUSLY**

8. Other items. Director Harvey told the board she planned to move the Michigan magazines out of the Michigan History room to the periodicals area in order to increase their circulation.

IX. ADJOURNMENT

Commissioner Chownyk made the motion, that having acted upon the agenda, the meeting be adjourned at 7:55 p.m. Commissioner Tonn supported the motion.

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,



Cara Tonn

REGULAR COMMISSION MEETING: Monday, February 11, 2013 at 6:30 p.m.