

Roseville Public Library Commission  
Regular Meeting  
November 10, 2014  
Minutes

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene Van Marcke at 6:30 p.m. in the RHGS/Friends Office.

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 Logghe supported by Commissioner Reneau to accept the Minutes of the regular meeting of October 13, 2014.

**MOTION CARRIED UNANIMOUSLY**

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update.

- a. The Library will be closed Thursday, November 27 and Friday, November 28 for Thanksgiving. The Library will close early on Thursday, December 4 for the tree lighting.
- b. Kristen Valyi-Hax won a grant from the Metro-Detroit Book and Author Society for \$1,000 to update the Library's African-American Collection.
- c. The Library made \$210.00 from the decommissioned computer and equipment sale. The money was deposited into the gift account.
- d. Pat Eick created a form for patrons to use to make it easier for them to apply for holiday assistance from the Roseville Goodfellows.
- e. Pat Eick has already donated \$500 toward the acquisition of an AWE computer. The bill for the computer is due at the end of December. Pat will continue to donate bead money up until the due date.
- f. The Library is Using Director's Station software to generate (pretty) reports such as library use by patron age.

2. Library Programs/Classes.
  - a. Anime Night: *Bamboo Black* on December 3.
  - b. Book Discussion: *Hotel on the Corner of Bitter and Sweet* on December 11.
  - c. Adult/Teen Programs: Zinio/Overdrive Lab on November 24.
  - d. Toddler LapSit and PreSchool Storytime Session 2, October 24 through November 14.
  - e. Family Programs: Origami with Heidi on November 12 and Mary Poppins Extravaganza on December 5.
  - f. At this time, Teen Programs will be discontinued due to lack of attendance. Other upcoming programs include Legal Aid, computer aide and a program on soup. Children's programs in February, March and April will be Harriet Tubman, Peeps Dioramas and Animals.
3. Friends of the Roseville Public Library.
  - a. Used Book Sale October 15-18 earned approximately \$1,100.00.
  - b. Tree Lighting on December 4.
4. Roseville Historical and Genealogical Society.
  - a. Annual Dinner on November 19 with Judge Santia.
5. Budget and Bills.
6. Other Items.

V. SUBURBAN LIBRARY COOPERATIVE.  
Char and Phyllis attended the last meeting.

VI. COMMUNICATION.  
None.

VII. UNFINISHED BUSINESS.

1. Drafts of Legal Documents.  
Documents were submitted to the City Manager, who is to send them on to Tim Tomlinson after he approves them.
2. Personnel Update.
  - a. Clerk Abbril Mashburn started on November 3.
  - b. Page Burlrando Pearce started on November 10.
  - c. Tracy Wilson's revised contract has been sent to the City Manager for approval.
3. Building Update.
  - a. Millwork has taken all tables, computer stations and the podium and some window sills and the tops of book stacks for resurfacing. Additional resurfacing and buffing took place on Friday, November 7.
  - b. A company is coming to "seal" the City buildings.

- c. New toilets should be installed by the end of November. The old toilets will go to the parks restrooms.
  - d. Only two windows will be replaced in the Library, as a recent inspection found that most of the windows were replaced after the addition and are already double-paned windows. A representative from a tinting company will come out to look at the windows and give the Library a quote.
  - e. Slat board was installed in the Michigan History Room, and Bill suggested a flat screen television on which to scroll and display photos.
  - f. Maintenance is trying to find a solution to the exploding light bulbs.
  - g. Maintenance has started digging a trench for the outdoor sculpture.
4. Teen Area Mural Project.  
The Director has contacted the City and the high school art teacher.

## VIII. NEW BUSINESS

### 1. Donations.

Motion by Commissioner Chownyk supported by Commissioner Logghe to accept the donations and request that Director Harvey send thank-you notes.

#### **MOTION CARRIED UNANIMOUSLY**

### 2. Self-Serve Fax/Scan.

The Library has a contract with Fax/Scan 24. It will cost \$1.75 for the first page and \$1.00 for each additional page, credit or debit only.

### 3. Open Library Commission Position.

This was Commissioner Logghe's last meeting, as she is moving out of Roseville. The Commission will now search for someone for the open seat.

## IX. ADJOURNMENT

Commissioner Logghe made the motion, that having acted upon the agenda, the meeting be adjourned at 7:42 p.m. Commissioner Tonn supported the motion.

#### **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,



Cara Tonn

Next Meeting: Monday, December 8, 2014 at 6:30 p.m.