

Roseville Public Library Commission
Regular Meeting
October 10, 2016
Minutes - APPROVED

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:47 p.m. in the Conference Room.

Present: Commissioners Pat Chownyk, Anastasia Psimadas, Phyllis Reneau, Cara Tonn, Charlene VanMarcke, Director Jacalynn Harvey.

Recording Secretary: Cara Tonn

II. DISPOSITION OF MINUTES

Motion by Commissioner Chownyk, supported by Commissioner Psimadas to accept the Minutes of the regular meeting of September 12, 2016.

MOTION CARRIED UNANIMOUSLY

III. HEARING OF THE PUBLIC – The hearings of the public are designated. The hearing of the public will be for any Library business. Upon addressing the Commission, please state your name and address. Address the Chair. You are welcomed to direct questions, input information and/or express opinions to the Commission. Anyone using inappropriate or threatening language will be called out of order, and will correct their language or end their comments. Limit your remarks to three (3) minutes. If time permits, we may allow you one additional time period to provide new information or answer questions from the Trustees. Anyone not adhering to these rules will be called out of order by the Chair.

IV. REPORT OF THE DIRECTOR

1. Library Update.

2. Library Programs/Classes.

- a. Adult Programs: Adult Anime Night on October 20; Recipe Book Club on October 17; Library Lab on October 24 and November 3; Book Discussion on November 3; UFOs are Real on October 27;

Adult Zentangle on November 2; Adult Holiday Wreath Craft on November 7.

- b. Teen/Tween Programs: “Magic the Gathering” on October 13, 20, 27 and November 3; Community Service Project on October 12; Halloween Party on October 26.
- c. Children’s Programs: Session 1 Toddler Lapsit and Preschool Story Time October 28 through November 18; Pumpkin Make and Take Craft on October 13.

3. Library Statistics.

Numbers are down across the board.

4. Friends of the Roseville Public Library.

Book Sale October 12-14.

5. Roseville Historical and Genealogical Society.

Japanese Balloon Bombs Over Michigan on October 18.

6. Budget and Bills.

The Library has received its last Renaissance Zone reimbursement.

Motion by Commissioner Tonn supported by Commissioner Chownyk to accept the budget and bills.

MOTION CARRIED UNANIMOUSLY

7. Other Items.

A new template has been purchased for the web site.

V. SUBURBAN LIBRARY COOPERATIVE

None.

VI. COMMUNICATIONS

None.

VII. UNFINISHED BUSINESS

1. Personnel.

- a. New job descriptions are being written and approved for Clerical Coordinator, Adult Services Coordinator, and Systems Librarian.
- b. The Director is working with staff to coordinate staffing for Saturdays.

2. Building and Grounds Update.
 - a. Doors have approval from the controller and are being ordered.
 - b. Dead tree and bushes have been removed.
 - c. South sidewalk.
 - d. Outstanding Electrical is being taken care of, although some needs to be paid for by the City.

VIII. NEW BUSINESS

1. Donations.

Motion by Commissioner Chownyk supported by Commissioner Psimadas to accept the donations and send thank-you notes to donors.

MOTION CARRIED UNANIMOUSLY

2. Tech Soup for free software.
3. Grant Station grant writing software.
4. Annamarie, Sara and Tracey will be attending Zingtrain on November 7.
5. Auditors will be coming next month.

IX. ADJOURNMENT

Commissioner Psimadas made the motion, that having acted upon the agenda, the meeting be adjourned at 7:52 p.m. Commissioner Reneau supported the motion.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,



Cara Tonn

Next Meeting: Monday, November 14, 2016 at 6:30 p.m. - Regular Commission Meeting.