

Roseville Public Library Commission  
Regular Meeting  
January 12, 2015  
Minutes

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene Van Marcke at 6:30 p.m. in the Conference Room.

Present: Commissioners Phyllis Reneau, Cara Tonn, Charlene Van Marcke,  
and Director Jacalynn Harvey

Absent (excused): Commissioner Pat Chownyk

Recording Secretary: Cara Tonn

II. DISPOSITION OF MINUTES

Motion by Commissioner Reneau supported by Commissioner Tonn to accept the Minutes of the regular meeting of December 8, 2014.

**MOTION CARRIED UNANIMOUSLY**

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update.

- a. The winter newsletter was mailed Christmas week.
- b. 1000 Books before Kindergarten begins in January
- c. Monthly statistical report.
- d. The Director has invited State Representative John Chirkun to hold office hours at the Library.
- e. The Co-op is looking into an online reading program called Read Squared.

2. Library Programs/Classes.

- a. Book Discussion: *Cutting for Stone* on February 5.
- b. Children's Programs: Storytime Session 1 begins on January 23.
- c. Library Lab: Overdrive/Zinio/Freegal begins on January 19 and computer instruction begins on January 22.
- d. Adult Programs: Soup Mix to Go on January 27.

- e. Anime: *Air TV* and 3<sup>rd</sup> Annual Cosplay Contest on February 4.
- 3. Friends of the Roseville Public Library.  
Scheduled the spring book sale for the end of April/beginning of May.
- 4. Roseville Historical and Genealogical Society.  
Program: Origin of U.S. Immigration Controls on the US-Canada Border on January 20.
- 5. Budget and Bills.
- 6. Other Items.
  - a. Director Harvey would like to sell some Christmas decorations that are no longer being used.

Motion by Commissioner Reneau supported by Commissioner Tonn to sell old Christmas decorations.

**MOTION CARRIED UNANIMOUSLY**

- b. The federal government will not be supplying the number of tax forms they have in the past. They will only be supplying the 1040, 1040A and 1040-EZ forms, but no instructions.
  - c. The Co-op had a presentation from the former Oakland Schools printing service. They've been spun off into a nonprofit.
- V. SUBURBAN LIBRARY COOPERATIVE.  
No December meeting.
- VI. COMMUNICATION.  
Christmas card from RCS.
- VII. UNFINISHED BUSINESS.
- 1. Drafts of Legal Documents.  
Need signatures from Commissioner Van Marcke and the City.
  - 2. Building Update.
    - a. Work is ongoing on the heating and cooling.
    - b. City is seeking a bid on window tinting.
    - c. City has sample floor outlet covers.

3. Teen Area Mural Project.  
The project will probably not be completed this year.
4. Eagle Scout Candidate Project.  
The Director met with Donald Kershaw regarding a project to build gate decorations.
5. Open Library Commission Position.  
Still looking for candidates.

## VIII. NEW BUSINESS

### 1. Donations.

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

### **MOTION CARRIED UNANIMOUSLY**

2. Annual Election of Officers.  
Tabled until February.
3. Annual State Aid Report.  
Has been completed.
4. Annual Michigan Local Government Benchmarking Consortium Report.
5. Conversion of archival film and VHS tapes to digital format.
  - a. Bill completed an inventory of the film and video tapes that should be converted to digital. I will compose a memo to the City Manager asking him to pay to convert the film/tape that deals with City issues and also ask that the City pay to convert items pertaining to the library.
  - b. Bill will present a workshop to most of the librarians on the archives and finding materials on January 16.
6. Michigan History Room.  
The flat screen television was installed. Bill will load photos on a memory stick and they will play in a loop on the television. The television was purchased with money donated by Phyllis Reneau.
7. Library Policies.  
The Director and Commissioner Van Marcke are on a committee to write, rewrite and recommend policies to the Commission. The next policy to write is a social media policy. Another possible policy is a study room policy.

IX. ADJOURNMENT

Commissioner Tonn made the motion, that having acted upon the agenda, the meeting be adjourned at 7:50 p.m. Commissioner Reneau supported the motion.

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

A handwritten signature in black ink that reads "Cara Tonn". The signature is written in a cursive, flowing style.

Cara Tonn

Next Meeting: Monday, February 9, 2015 at 6:30 p.m.