

Roseville Public Library Commission
Regular Meeting
March 11, 2013
Minutes

I. CALL TO ORDER

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

Present: Commissioners Barb Miglio, Charlene Van Marcke, Pat Chownyk and Director Jacalynn Harvey

Absent: Commissioner Cara Tonn (excused)

Public: None

Recording Secretary: Commissioner Pat Chownyk and Director Jackie Harvey

II. DISPOSITION OF MINUTES

Motion by Commissioner Miglio supported by Commissioner Chownyk to accept the Minutes of the regular meeting of February 11, 2013.

MOTION CARRIED UNANIMOUSLY

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update.

a. The library will be closed on Good Friday, March 29, 2013.

b. Annamarie Lindstrom will attend two upcoming workshops offered through TLN (The Library Network): *Customer Service*, March 20 and *Mission and Role of a Supervisor*, June 5. Sara Simich will attend the *Customer Service* workshop, also.

c. City Manager Scott Adkins received a complaint that the staff was rude to her when she tried to apply for a library card and was told that she had an old card from another library with fines from 2007. He asked the Director to contact the patron. The call was made.

- d. The Director received a call from Sister Klinger of the “Michigan Detroit Mission of the Church of Jesus Christ of Latter Day Saints” regarding two missionaries who are currently volunteering in Roseville for the church but have no identification and wish to use the Internet. A compromise was worked out as other missionaries will be rotating and will be living in the same Roseville apartment rented by the church.
 - e. The Director would like to plan another staff development day stressing customer service. Dates were discussed and the Commissioners requested that the Director consult with the staff and choose a Friday in August. The Director will invite the Commissioners to have lunch with the staff.
2. Library Programs/Classes.
 - a. Teen Programs: After-School “Egg Coloring Party”, 3/27.
 - b. Anime: *Noir*, 4/3.
 - c. Children’s Programs: Zeemo the Yo-Yo Man, 4/4
 - d. Adult Programs: Club Bead “Captured Bead” Chaine Maille Bracelet Project, 3/14 and “Faux Faberge Egg” Craft, 3/21.
 - e. Book Discussion: *State of Wonder*, 4/4.
 - f. Family Movie: *Madagascar 3*, 3/13.
 - g. Technology Programs: OverDrive Tutorial Sessions, 3/14, 3/21, 3/26, 4/2.
 3. Friends of the Roseville Public Library
 - a. Book Sales: 2/14 (\$244.95), 3/14 (\$186.00)
 - b. Kroger Rewards Program – The Friends will hold registration sessions in the library beginning in May.
 - c. Discarded Magazine Sale – The Friends will sell the library’s discarded 2012 magazines at their April sale.
 4. Roseville Historical and Genealogical Society.
 - a. “Orphan Train in Michigan”, 3/19.
 - b. 55th Anniversary Booklet – This booklet should be completed in the next two months as no cost to RHGS or the City.
 5. Other Items.

V. SUBURBAN LIBRARY COOPERATIVE

SLC purchased a “hot box” for member libraries to use to try to eliminate bed bugs from books. Roseville will request the services of the exterminator. SLC is offering to make a group purchase of small yard signs to give to participants in the summer reading programs. The expense of the signs would be the responsibility of each library. The Director priced out the signs and they are too expensive and the signs also violate local sign ordinances. Roseville will not purchase them.

VI. COMMUNICATION

None.

VII. UNFINISHED BUSINESS

1. The final draft of the building lease was read and discussed.

Motion by Commissioner Chow nuk supported by Commissioner Miglio to approve the building lease.

MOTION CARRIED UNANIMOUSLY

2. Bylaws. Updated copies of the Library Commission Bylaws were distributed.
3. Long Range Plan. Updated copies of the Long Range Plan were distributed. This is a living document and will be reviewed and updated regularly.
4. Internet Cards and Printing Procedure. The new procedures began March 1 and have been going well.
5. Upholstery. Mank completed the upholstery on four chairs. Commissioners were taken to see the chairs. The bill has been paid from Cooperative funds.
6. Cleaning. There is still no official word from the City regarding the contracting out of cleaning services. The library is not being thoroughly cleaned, specifically the restrooms. The Director sent a cleaning schedule to Scott Pruzinsky, foreman of building maintenance.
7. Budget. The City Controller originally asked all departments to cut at least 5% from their 2012-2013 for the new fiscal year. When the Director met with City Controller Bob Cady, Assistant City Controller Jane Dancy and City Manager Scott Adkins they asked for another budget reduction of 2%. They also asked if the library wanted retain four employees at their current schedule of 30 hours per week and purchase the require health insurance for them at \$10,000 each. Since the library cannot afford \$40,000 for health insurance in addition to 7% in budget cuts, the four employees' hours were cut to 29 per week.

8. The “ROSEY” program for sending used books through the MeLCat delivery to sell to a used book jobber has been temporarily suspended. SLC does not have room to store the used books each week until the MeLCat delivery service can pick them up.

VIII. NEW BUSINESS

1. WOW Internet Connection. The library purchased an updated plan to accommodate the current number of computers in the building. The Internet connection will be faster. The plan costs \$120.00 per month – SLC will pay \$110.00 and the library will pay \$10.00.
2. Furniture and Electrical Outlets. The current outlets in the public area were not designed for the demand for connections for laptop computers and other devices. The Director will work with Building Maintenance on repairing broken outlet covers.
3. Patron Behavior. The library has had a number of problems with patron behavior recently. The Director, with the assistance of the Assistant Director and Librarians is keeping on top of the problem by counseling patrons, sending letters and copies of the behavior policy, contacting the police and temporarily barring some patrons in extreme cases.
4. Commission Trustee. There are two applications on file. One application is the original application of Theresa Betts from 2012 and the other is Phyllis Reneau’s application. At the April meeting, the Commission will have to decide on a candidate and Theresa Betts will have to be contacted to see if she is still interested in the position.
5. Personnel Update. One clerk is currently on sick leave of at least eight weeks and another clerk may be going on an extended surgical leave. Since substitute clerks have not worked out for the library, the Director will send a request to the City Manager to hire clerks to replace the lost hours and to work additional hours as needed.
6. Gleaners “Food for Thought.” The library, along with other local libraries, will participate in this food donation program in April.
7. Donations.

Three Times Lucky and *Extra Yarn* given in memory of CAROL SCHOEN by Louise Calcaterra.

One and Only Ivan and *This is Not My Hat* given in memory of CAROL SCHOEN by Annamarie and Dwight Lindstrom.

Super Granny: Great Stuff to Do With Your Grandkids given in memory of MARY MCINTYRE by Jacalynn Harvey.

Sleep Like a Tiger; Rabbit and Robot: the Sleepover; Fancy Nancy and the Late, Late, Late Night; and Goodnight Train given in memory of JAMES P. HUCK, JR. by Mary C. Wietecha on the occasion of her 15 years of service to the City of Roseville.

Deadly Stakes given in memory of ROBERT BODELL by Donna Ferranti.

Modern Family, First and Second Seasons (DVD sets); *Hear Me Out; Family Book; What's Wrong with Homosexuality?* and *Beautiful Music for Ugly Children* donated by PFLAG Detroit.

Hen of the Baskervilles given by Thomas Adragna.

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

MOTION CARRIED UNANIMOUSLY

IX. ADJOURNMENT

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

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,



Jacalynn Harvey

REGULAR COMMISSION MEETING: Monday, April 8, 2013 at 6:30 p.m.