

Roseville Public Library Commission
Regular Meeting
April 13, 2015
Minutes

I. CALL TO ORDER

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

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

Recording Secretary: Cara Tonn

II. DISPOSITION OF MINUTES

Motion by Commissioner Chownyk supported by Commissioner Reneau to accept the Minutes of the regular meeting of March 9, 2015.

MOTION CARRIED UNANIMOUSLY

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update.

- a. The City Manager informed the Director that the Library will receive the \$1,500 requested for large-type books and books on CD through the Community Development Block Grant money to be used in fiscal year 2015/2016. The announcement was also made in the Eastsider.
- b. Someone has been removing the RFID tags from the urban fiction books and damaging them. A few books have had to be removed from the collection. This has happened to approximately 20 titles. There are also four missing titles.
- c. Nancy Hartwig, a former technology teacher at the Roseville-Eastpointe Recreation Authority, will volunteer this summer for "Library Lab."
- d. State Senator Steven Bieda has been invited to hold office hours at the Library. No reply has been received.
- e. The Library has been having issues with the credit/debit machine and is in contact with the SLC regarding the problems.
- f. The City Clerk has been handing out a pamphlet that outlines Library rules and fines. The staff will work on creating a more friendly handout.

2. Library Programs/Classes.

- a. Book Discussion: *The Rosie Project* on May 7.
- b. Children's Programs: Storytime Session 3 begins on April 10.

- c. Library Lab: OverDrive/Zinio/Freegal and basic computer and tablet assistance will be offered by the librarians by appointment three times each month or as requested
 - d. Teen Program: Karaoke Night on May 6.
 - e. Family Event: Author Jean Alicia Elster, author of *The Colored Car*, on April 16.
 - f. Adult Programs: Family Law Workshop on April 15; Retirement Income Planning (Money Smart Week) on April 21.
 - g. Library “Garage Sale” on May 11-15 held in the Youth Programming Room.
3. Library Statistics: Circulation is down at most area libraries, according to the Directors at the Directors’ Meeting.
4. Friends of the Roseville Public Library.
- a. Friends Used Book Sale is April 30 through May 2.
 - b. National Library Week Book Drawing is April 13 through 17.
 - c. Spring Cleanup in the Sundial Garden will take place on May 22.
5. Roseville Historical and Genealogical Society will hold the program “Forgotten Tales of Michigan’s Lower Peninsula” on April 21.
6. Budget and Bills.
- a. Rent and maintenance issues continue. Roseville is one of only two area PA164 libraries paying rent for their spaces. In addition, Roseville pays the most, by more than \$10,000, for administrative fees to the City.
 - b. 2015-2016 Budget.

Motion by Commissioner Reneau supported by Commissioner Chownyk to accept the proposed 2015-2016 Budget.

MOTION CARRIED UNANIMOUSLY

- c. Central Purchasing order for 11 new computers, one laptop computer and one receipt printer.

Motion by Commissioner Tonn supported by Commissioner Reneau to purchase 11 new computers, one new laptop computer and one new receipt printer using \$9,735.21 from Central Purchasing.

MOTION CARRIED UNANIMOUSLY

7. Other Items.
None.

V. SUBURBAN LIBRARY COOPERATIVE.

- 1. Libraries can now charge fines for MeLCat items.
- 2. The SLC is adding two new wireless routers to those existing at the Library.

VI. COMMUNICATION.

None.

VII. UNFINISHED BUSINESS.

1. Building Update.
 - a. Scott Pruzinsky has not received confirmation regarding who will pay for window tinting, so plans have not gone forward.
 - b. Scott Pruzinsky will install slat board in the display case and between the restrooms in April.
 - c. Scott Pruzinsky found gray tile for the Erin Auditorium backsplash and will install them.
 - d. New mulch has been requested for the Sundial Garden.
2. Open Library Commission Position.

Letters have been sent to several candidates but none have shown interest. The position is now posted on the City's website and the Library's website.
3. The pay phone has been removed from the lobby, and Scott Pruzinsky has been contacted regarding covering the wall.
4. The Library will sponsor a basket raffle at Rose Fest. The baskets will contain a copy of "*Looking Back at Roseville*" and gift cards to local businesses.

Motion by Commissioner Reneau supported by Commissioner Chownyk to approve the use of up to \$300 from the Endowment fund to purchase gift cards for the Rose Fest basket raffle.

MOTION CARRIED UNANIMOUSLY

5. The gates that were Donald Kershaw's Eagle Scout Project have been installed. Currently they are freestanding, but can be anchored to the wall in the future if needed. Kershaw will receive a letter of thanks from the Commission.
6. The SLC has raised the staff user fee by \$100 per year, so the Library has cut one of Roseville's 11 users. This will take effect in October.
7. The Director met with the City Manager and City Attorney regarding patrons who owe large sums bills. It was decided that the Director will write amnesty letters to any patrons owing \$500 or more. After one month, if all items are not returned, she will contact the City Attorney and he will send a dunning letter. After a set period of time, the patron will be taken to small claims court by the Library, represented by the Director. A motion will have to be made and approved in order to begin this action.

VIII. NEW BUSINESS

1. Donations.
2. The Library will be cutting the hours of one of the pages because there is not enough work. This will put all of the pages at the same number of hours.
3. Staff Development Day will be Friday, August 21. Clerks will only participate in the morning session while librarians will participate all day long.

4. Patron Bills and Emergencies: the Commission discussed the bill of the victim of a recent fire. These types of situations will be dealt with on a case-by-case basis. The Director is looking into the current value and price of the items in question in this specific case.

IX. ADJOURNMENT

Commissioner Tonn made the motion, that having acted upon the agenda, the meeting be adjourned at 8:10 p.m. Commissioner Chownyk supported the motion.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,



Cara Tonn

Next Meeting: Monday, May 11, 2015 at 6:30 p.m.