

Roseville Public Library Commission  
Regular Meeting  
September 10, 2012  
Minutes

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene Van Marcke at 6:50 p.m. in the Library Commissioner's Conference Room.

Present: Commissioners Patricia Chownyk, Barbara Miglio, Cara Tonn, Charlene Van Marcke, and Director Jacalynn Harvey

Public: None

Recording Secretary: Cara Tonn

II. DISPOSITION OF MINUTES

Motion by Commissioner Miglio seconded by Commissioner Chownyk to accept the Minutes of the Regular Meeting of June 11, 2012.

**MOTION CARRIED UNANIMOUSLY**

Motion by Commissioner Miglio seconded by Commissioner Tonn to accept the Minutes of the Special Meeting meeting of July 26, 2012.

**MOTION CARRIED UNANIMOUSLY**

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update

- a. The library is in the process of planning to order, ordering, and receiving several pieces of new equipment:

Microfilm Reader/Printer. Director Harvey would like to dispose of the microform reader/printer, which is seldom and sporadically used and does not work well due to its lack of use. In addition, the annual maintenance contract costs \$850. The machine will be offered to the Mt. Clemens Public Library, which has a larger collection of fiche and where it would probably be used more often. The Library will still maintain a microform reader for patrons' use.

Motion by Commissioner Miglio seconded by Commissioner Tonn to dispose of the microform reader/printer and offer it to the Mt. Clemens Public Library.

**MOTION CARRIED UNANIMOUSLY**

Cash Register. A new cash register has been purchased and training will soon begin.

Fax Machine. The staff fax machine broke and will need to be replaced.

RFID Pads. It was discovered that three 3M pads are needed at the circulation desk so another has been ordered, and the third circulation computer needs replacing due to software incompatibility and age issues.

Projector. The Friends of the Roseville Public Library purchased a new projector for the Library.

UPS. There is/will be a new UPS (Uninterrupted Power Supply) and external hard drive to back up the server with patron records at the Suburban Library Cooperative.

- b. Penal Fines. Penal fines have significantly decreased, throwing a wrench into the budget. The funds are tied to population figures and are filtered through the state and county. In 2011 the Library received \$42,543.32 (at population 48,129); in 2012 the figure is \$29,516.39 (at population 47,299). The decrease may be a result of an amended law that added a \$75 victim's rights fee to some infractions, and fees are always paid before fines.

2. Library Programs/Classes

- a. Book Discussion. *Crossing to Safety* on October 4.
- b. Family Movie. *Treasure Buddies* on September 12.
- c. Teen Program. "Apples to Apples" game on September 26.
- d. Anime Night. *Fairy Tale* on September 5 and *Peace Maker* on October 3.
- e. Adult Programs
- Identity Theft Class on September 25, presented by PNC Bank.
  - Free Citizens Emergency Preparedness Workshop on September 27, presented by Oakland Community College and FEMA.
  - Author Program, John Carlisle, "Detroitblogger John" on October 17.
  - Holiday Decorating and Lighting will be presented by English Gardens on November 19.

- Autumn Foods Cooking Class with Fran Salvatore of Pamela’s Catering on December 3.
- f. Youth Programs
    - Preschool Story Time and Toddler Lapsit, September 28 – November 2.
    - Cockadoodle Doo Chicken Show on November 11.
    - Gingerbread House Decorating Workshop on December 7.
  - g. Park and Read runs from April 1 through October 1.
  - h. Tag Sale. A joint fundraiser of the Friends of the Roseville Public Library and the Endowment Fund will be held the week of November 12 – 16.
    - A committee will be formed with a member of the Commission, a member of the Friends and a member of the staff. Barb Miglio will represent the Library Commission.
    - The Historical Society dinner will be on the Wednesday of that week.
    - The Friends will have a special book sale on the 15<sup>th</sup> to drive traffic to the tag sale.
3. Friends of the Roseville Public Library.
    - a. Book sales:
      - The book sale on June 14 brought in \$211.00.
      - The book sale on July 12 brought in \$210.00.
      - The used book sale on August 9 brought in \$220.50.
      - The next used book sale will be held on Thursday, September 13.
  4. Roseville Historical and Genealogical Society.
    - a. September’s program will be “The Lone Ranger” presented by Larry Zdeb on Tuesday, September 18.
  5. Other Items.  
None.

V. SUBURBAN LIBRARY COOPERATIVE  
SLC Meeting. The Commission reviewed the minutes from the last meeting.

VI. COMMUNICATION  
None.

VII. UNFINISHED BUSINESS

- 1, Long Range Plan. Motion by Commissioner Tonn seconded by Commissioner Chownyk to accept changes made by Director Harvey to the Long Range Plan.

### **MOTION CARRIED UNANIMOUSLY**

2. Bylaws. The Library bylaws are under review by Attorney Anne Seuryneck to check for compliance with the state requirements for a P.A.164 library.
3. RFID Status. The tagging project is almost complete. Only the youth area remains to be tagged. Barriers are being prepared for possible oversensitive machines.
4. Autumn Fundraiser. The dates have been set for the Tag Sale: Monday through Friday, November 12 – 16. A committee will be formed including a member of the Commission. Barbara Miglio has volunteered for this committee.
5. Outsourcing Cleaning. There has been no update.
6. Deed of Gift Form.

Motion by Commissioner Chownyk seconded by Commissioner Tonn to accept the new Deed of Gift Form for use by the Library.

### **MOTION CARRIED UNANIMOUSLY**

6. Staff Development Day. The day was successful and will be repeated in the future.
7. New Employees. The following new employees have been hired:
  - Sam Mitchell, part-time page.
  - Amanda Itria, part-time librarian.
  - Tracy Wilson, part-time librarian.
8. Other Items.  
None.

### **VIII. NEW BUSINESS**

1. Date Due Receipts. Staff is working out the kinks, so far all is well.
2. New Directors' Workshop. Director Harvey will be attending the New Directors' Workshop on September 20 in Lansing.
3. Director Harvey and Commissioner Tonn will be attending the Strategic Planning Workshop on September 22.

4. Donations. The following donations have been given to the Library:

*Canada* given by Mark Drotleff.

*Rez Life* given by Shelly Bjorkstrand.

*Uninvited Guests* given by Leonard Carrier.

*Pioneer Woman Cooks: Food From My Frontier* given by Patricia Kelly.

*Hunting Sweetie Rose* given by Charles DeSmet.

*Lots of Candles, Plenty of Cake* given by Carol DiFloe-Moore.

*Eat & Run* given in memory of FLORENCE AND HENRY PLAMBECK by Richard J. Roose.

*Wild: From Lost to Found on the Pacific Crest Trail* given by Lisa Lynn.

*It Worked for Me* given by Judy Calcaterra.

*Poem Runs* and *Ted & Me* given in memory of RON NESTICH by Augie & Betty Caringi and Tony & Joan Mielke.

*Speak Up with Confidence* given by Kathryn Crockett.

Monetary donation from the RHGS to be used for library services and programming.

Monetary donation given by Julia Massey to be used for the Endowment Trust Fund.

Monetary donation given by Ann Hoover to be used for the Teen Programming Fund.

Commissioner Miglio made the motion to accept the donations and send acknowledgements. Commissioner Tonn seconded the motion.

**MOTION CARRIED UNANIMOUSLY**

5. Other Items.  
Fee Cap. The Commission discussed putting a cap of \$3,000 or about 15 hours of work from Attorney Anne Seurnck.

Commissioner Miglio made the motion to cap Anne Seurnck's work at \$3,000 or 15 hours. Commissioner Tonn seconded the motion.

**MOTION CARRIED UNANIMOUSLY**

IX. ADJOURNMENT

Commissioner Chownyk made the motion, that having acted upon the agenda, the meeting be adjourned at 7:56 p.m. Commissioner Miglio seconded the motion.

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,



Cara Tonn

NEXT REGULAR MEETING: Monday, October 8 at 6:30 p.m.