

Roseville Public Library Commission
Regular Meeting
May 13, 2013
Minutes

I. CALL TO ORDER

The meeting was called to order by Chairman Char Van Marcke at 7:07 p.m. in the Library Commission Conference Room.

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

Absent: Commissioners Barb Miglio and Cara Tonn

Public: None

Recording Secretary: Jacalynn Harvey

II. DISPOSITION OF MINUTES

Motion could not be made to approve the minutes of the regular meeting of March 11, 2013 due to a lack of quorum.

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update.

- a. The library will be closed on Monday, May 27 for the Memorial Day holiday. Annamarie Lindstrom and Jason Novetsky attended the Health and Fitness Fair at the Roseville Community Schools on May 3. Winners of the National Library Week Bookmark Design Contest: Taylor Neibel, Katlin Goodman-Pash, Samantha Griessel, Ia'Marioun Calhoun, Merin Babu and Joshua Novak. The Director will be on vacation May 15-21 and the Assistant Director from May 22-May 27.

2. Library Programs/Classes.

- a. Teen Program: Flower Pot Decoration craft, 5/22.

- b. Anime Night: *Fullmetal Panic Fumoffu*, 5/15, *Darker Than Night*, 6/5
 - c. Book Discussion: *Resistance*, 6/6.
 - d. Technology Programs: OverDrive Tutorial Sessions, 5/23.
 - e. Michigan Activity Pass and MI Big Green Gym. The Michigan Activity Pass is the new name of the “Museum Adventure Pass” program. It begins May 24, 2013. The MI Big Green Gym is the new name of “Park and Read” and begins June 1, 2013. The library will advertise both programs.
3. Friends of the Roseville Public Library book sales. The April 11 used book sale brought in \$126 and the May 9 used book sale brought in \$128.95. The Annual Meeting and Election of Officers is May 29, 2013 at 7:00PM. The Friends are assisting patrons with registering for the Kroger Rewards program to benefit the Friends. Friends Board members Theresa Dearhamer and Carol Huck and Jacalynn Harvey weeded, trimmed and planted the children’s sundial garden May 10, 2013. The Friends are sponsoring this project and it is a work in progress.
 4. Roseville Historical and Genealogical Society. “Tashmoo Park and the Steamer Tashoo,” May 21, 2013.
 5. Other Items.

V. SUBURBAN LIBRARY COOPERATIVE

Clinton-Macomb Public Library is seeking a 1/3 millage proposal on the August 2013 ballot. They recently sold bonds to purchase a new building for the South Branch which will be located on Gratiot not far from the current branch. SLC is working on a new member handbook for new board members. Clinton-Macomb had an extensive dead bed bug problem.

VI. COMMUNICATION

None.

VII. UNFINISHED BUSINESS

1. Drafts of Legal Documents. Attorney Anne Seurnyck sent a message clarifying the passage in the Employee Lease that concerned the Commission. Basically,

the Employee Lease states that the City Charter will not be changed and will continue to make the Commission responsible for appointing the Library Director. The Director, as a City employee and union member, would be subject to City human resources procedures regarding discipline and termination, with input from the Commission. The Commission approved a spending cap of \$3,000 on the legal services of Foster Swift at the September 2012 Commission Meeting. The library has currently spent \$2,850. Since we have not entered into negotiations with the City yet and have not received comments of two library policies, the Director recommends that the cap is increased, however this will require a motion and a quorum.

2. Cleaning. America's Best began cleaning the library May 7, 2013. They have not completed a deep clean yet, and are still trying to establish a routine regarding cleaning.
3. Budget. The City's 2013-2014 budget was approved. The library's budget reflects some cuts, however not the extensive cuts anticipated. Approximately \$15,000 was voluntarily cut from the budget by the Director so that deep cuts would not have to be made next year. Approximately \$10,000 was cut from the materials and media supplies budgets.
4. Staff Development Day will take place on Friday, August 23. The Library will be closed. Events will include a clerical session on handling bills and a safety discussion with a City of Roseville detective. The Commission will be invited to have lunch with the employees and more activities will be planned.

VIII. NEW BUSINESS

1. Commission Trustee. The Director sent a letter to Theresa Betts to see if she was still interested in applying for a position on the Commission. The Director did not receive a response. Phyllis Reneau is still interested in a position on the Commission. The Commission must approve the candidate through a motion of a quorum, however, and then the Director will contact the City Manager's office to have her appointment put on the Council Meeting agenda for approval
2. Personnel.
 - a. A computer aide was recently fired for violating the City's computer use policy.
 - b. Clerk Michelle Alter quit after a long sick leave to take a full-time job.

- c. The position of computer aide was posted with a deadline to receive resumes by May 3, 2013. The Director hopes to have a new computer aide on staff by mid-June.

3. Donations.

Poems to Learn by Heart and Bomb: The Race to Build and Steal the World's Most Dangerous Weapon given in memory of LARRY SCHOEN by Annamarie & Dwight Lindstrom.

Camping Trip that Changed America and If you Were a Chocolate Mustache: Poems given in memory of LARRY SCHOEN by Louise Calcaterra.

Taking Charge of Adult ADHD; The Bipolar Disorder Survival Guide; The Way of the Knife: The CIA, a Secret Army and a War at the Ends of the Earth; The Kickstarter Handbook: Real-Life Success Stories of Artists, Inventors and Entrepreneurs; and The Autistic Brain: Thinking Across the Spectrum donated in honor of the Staff of the Roseville Public Library by the Friends of the Roseville Public Library.

Motion could not be made to approve the donations due to a lack of quorum.

4. Annual Computer Order.

The Director purchased ten new computers through SLC. Six computers will be paid out of the library equipment budget and four computers will be purchased using Centralized Purchasing. They will be installed in June.

5. Penal Fines Fact Sheet.

An informational sheet on penal fines was distributed.

6. Outdoor Drop Boxes and Holidays.

Since the maintenance employees will no longer be cleaning the library, the drop boxes will not be emptied on long holiday weekends by them. Some libraries pay staff a premium pay to come in on the holidays and other libraries lock their drop boxes. The Director would not like to lock the drop boxes, despite the fact that no Roseville materials are due on closed days. The drop boxes will not be emptied on one-, two- or three-day closures, but an employee will come in to empty them on four-day closures, the first being the Thanksgiving holiday.

7. Other.

- The Director made available an update on the Michigan Open Meetings Act.
- The cooperative is offering a group purchase of the online service, Ed2go. It is a service offering online vocational courses, some with certificates, to Roseville residents with library cards. The six-week courses have actual teachers, homework and tests that are free. They range from computer software and hardware classes to foreign languages to medical courses. The Director recommended purchasing this online service for one year since it enables the library to offer both technology and continuing vocational education to Roseville residents. The cost is based on population and the cost to the library for one year of service would be \$3,300.

IX. ADJOURNMENT

Commissioner Van Marcke closed the meeting at 8:37pm.

Respectfully submitted,



Jacalynn Harvey

REGULAR COMMISSION MEETING: Monday, June 10, 2013 at 6:30 p.m.