

Roseville Public Library Commission
Regular Meeting
May 14, 2012
Minutes

I. CALL TO ORDER

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

Present: Commissioners Pat Chownyk, Alison Horne, Barb Miglio, Cara Tonn, Charlene Van Marcke, and Director Jacalynn Harvey

Public: None

Recording Secretary: Cara Tonn

II. DISPOSITION OF MINUTES

Motion by Commissioner Miglio supported by Commissioner Horne to accept the Minutes of the regular meeting of April 9, 2012.

MOTION CARRIED UNANIMOUSLY

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update

- a. The library will be closed on May 28 for the Memorial Day holiday.
- b. The library just received six new computers for our annual computer replacement. We currently have 25 patron and staff computers that are out of warranty. The library can afford to replace six computers this year and will replace some of the oldest computers in the public area with six computers with recently expired warranties.
- c. The library will be making some equipment purchases: UPS (Uninterrupted Power Supply) for the server and filter server at \$512.37 through the SLC; and a cash register, which will be about \$1,000.

- d. Cultural Festival at Roseville High School. Annamarie Lindstrom and Jason Novetsky attended this event on Friday, May 4. They hosted a table with information about the library.
- e. DuMouchelle's. The library sold three pieces of Native American art, one pot and two Kachina dolls, which had been donated by the Geck family. DuMouchelle's Auction House sold the pieces for a combined total of \$2,150, net \$1,566 to the Library Endowment Fund.

2. Library Programs/Classes

- a. Family Movie: *Puss in Boots*, May 9 at 6 p.m.
- b. Teen Night: Bird house craft, May 23 at 6 p.m.
- c. Anime Night: *Black Cat*, June 6 at 6 p.m.
- d. Book Discussion: *City of Thieves*, June 7 at 6:30 p.m.

3. Friends of the Roseville Public Library.

- a. The sale on April 12 made \$216.00. The sale on May 5 brought in \$185.70.
- b. The Annual Meeting and Election of Officers will take place on May 30 at 7 p.m. There will be a book drawing and refreshments.

4. Roseville Historical and Genealogical Society.

- a. Program: "Hudson's Demolition" on May 15 at 6:30 p.m.

5. Other Items

None.

V. SUBURBAN LIBRARY COOPERATIVE

None.

VI. COMMUNICATION

- 1. The Commission received a letter from Director Harvey in thanks for the donation made in honor of Rita Valade's retirement.

2. The Macomb Board of Commissioners sent a letter to Barb Miglio to invite her to a meeting to honor her for her many years of volunteerism.

VII. UNFINISHED BUSINESS

1. Long Range Plan. Director Harvey and Assistant Director Lindstrom will be reviewing the Plan.
2. Bylaws. Director Harvey has contacted City Attorney Tomlinson and is awaiting a reply.
3. Obligations to Donors. Director Harvey has also asked City Attorney Tomlinson regarding the library's obligations to donors to the library, specifically regarding items the library may want to sell in the future. She will look into the Library's "Deed of Gift" form.
4. RFID Status and Receipts. The tagging process is about halfway finished and the library has ordered gates per the Co-op's instructions. The Co-op will be paying for one gate and the library the other, at a cost of about \$17,000. The library will be making the transition from stamping the dates on check-outs to printing out receipts for patrons' materials. Director Harvey mentioned the possibility of ordering magnets with the library's hours on them for patrons to use to hold their receipts as a way to make the transition more positive. The library is also looking into the possibility of printing out Hold Slips as well, to save time and lessen confusion for staff.
5. Event Board or Signage for Friends Books Sales. Director Harvey checked with the City, and the library cannot put a sign on the side of the road. A sandwich board is a possibility, although it would necessitate a maintenance person to put the sign out and bring it in at night.
6. Other Items.
None.

VIII. NEW BUSINESS

1. Staff Development Day. The library staff hasn't had a staff development day in five years. Director Harvey proposed holding one with the following items on the agenda: RFID training, an overview of security issues and processes by a police officer, and an item processing workshop.

Motion by Commissioner Miglio supported by Commissioner Chownyk to close the library on August 17 for a Staff Development Day.

MOTION CARRIED UNANIMOUSLY

2. Fundraiser. The “Between the Pages” event brought in revenue of \$2,865: \$1,560 for tickets, \$1,145 for the raffle and \$160 for the psychics. Expenses were \$1,109.90 for food, stationary, supplies, raffle license and the Traveling Psychics (\$700). Net profit was \$1,845.10. After talking with the staff, Director Harvey found that the most popular aspect of the fundraiser was the basket raffle. Director Harvey and Assistant Director Lindstrom have proposed a tag sale/silent auction to dispose of some of the items in the library’s collection and to raise money for the endowment. The Commission will consider this idea further at the June meeting.
3. Lighting Update. The City had a grant to update the lighting both inside and outside of the building with more energy efficient equipment, including some motion sensors. The indoor lights are complete and the outdoor lighting is almost complete.
4. Outsourcing Cleaning. There are some concerns that the City may soon privatize the cleaning staff. Director Harvey will send a letter to the City to inform them of the library’s concerns, especially about security given the library’s valuable collection of materials. The Commission discussed the library’s security camera system, and Director Harvey said that there may be some funds available to update the system with recording equipment.
5. New Employees. Jason Novetsky’s clerk hours have been filled by new clerk Beverley Ortman. Jessica Gilley is a new Substitute Clerk. Elizabeth Campion is a new Substitute Librarian.
6. Staff List. Director Harvey has distributed a staff list to the Commission.
7. Donations:
 - Monetary donation given by Mary G. Szczesiul for the Roseville Public Library Endowment Fund.
 - Monetary donation given by Ruth H. Green for the Roseville Public Library Endowment Fund.
 - Monetary donation given by Rita M. Valade for the Roseville Public Library Endowment Fund.
 - Monetary donation given by Paul Triglia for the Roseville Public Library Endowment Fund.

Monetary donation given by Robin and Anthony Paniccia for the Roseville Public Library Endowment Fund in honor of Rita Valade on the occasion of her retirement.

Monetary donation given by Phyllis Reneau for the Roseville Public Library Endowment Fund.

Monetary donation given by Phyllis Reneau for the Roseville Public Library Endowment Fund in honor of Rita Valade on the occasion of her retirement.

Monetary donation given by the Staff of the Roseville Public Library for the Roseville Public Library Endowment Fund in honor of Rita Valade on the occasion of her retirement.

Monetary donation given by Steve and Pam Truman for the Roseville Public Library Endowment Fund in honor of Rita Valade on the occasion of her retirement.

Monetary donation given by Cara Tonn for the Roseville Public Library Endowment Fund in honor of Rita Valade on the occasion of her retirement.

Monetary donation given by Jackie and Jim Harvey for the Roseville Public Library Endowment Fund in honor of Rita Valade on the occasion of her retirement.

Monetary donation given by Sherry Schmidli for the Roseville Public Library Endowment Fund.

Monetary donation given by the Roseville Public Library Commission for the Roseville Public Library Endowment Fund in honor of Rita Valade on the occasion of her retirement.

Monetary donation given by Lorenzina Marhoff for the Roseville Public Library Endowment Fund.

The Chaos donated by Cara Barnum.

Slide donated by Douglas Horton.

Pete the Cat and his Four Groovy Buttons donated by Vincent Reed.

Magic Trash donated by Robert Kornosky.

I've Lost My Hippo donated by Donald A. Kolosick.

172 Hours on the Moon given in memory of RONALD J. FECTEAU by Julie Jenkins.

Llama, Llama Home with Mama given in memory of DAWN MARIE GREEN by Tina Berry.

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

MOTION CARRIED UNANIMOUSLY

2. Other Items.

P.A.I.R. (Project Art In Roseville) has requested to sell fundraising items in the library. Due to concerns over space and staffing, the library cannot allow outside sales.

IX. ADJOURNMENT

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

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,



Cara Tonn

REGULAR COMMISSION MEETING: Monday, June 11, 2012 at 6:30 p.m.