

Roseville Public Library Commission
Regular Meeting
September 12, 2016
Minutes

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene Van Marcke at 6:56 p.m. in the Conference Room.

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

Recording Secretary: Cara Tonn

II. DISPOSITION OF MINUTES

Motion by Commissioner Reneau supported by Commissioner Chownyk to accept the Minutes of the regular meeting of August 8, 2016.

MOTION CARRIED UNANIMOUSLY

III. HEARING OF THE PUBLIC

The hearings of the public are designated. The hearing of the public will be for any Library business. Upon addressing the Commission, please state your name and address. Address the Chair. You are welcome to direct questions, input information and/or express opinions to the Commission. Anyone using inappropriate or threatening language will be called out of order, and will correct their language or end their comments. Limit your remarks to three (3) minutes. If time permits, we may allow you one additional time period to provide new information or answer questions from the Trustees. Anyone not adhering to these rules will be called out of order by the Chair.

IV. REPORT OF THE LIBRARIAN

1. Library Update.

- a. Tracy Wilson will attend The Library Network Technology Forum on September 30.
- b. The Director would like to plan a new resident open house in conjunction with other city departments in late spring/early summer, and will speak with the City Manager about this after the first of the year.

2. Library Programs/Classes.

- a. Adult Programs: The Basics of Memory Loss on September 14; Happy Birthday, Agatha Christie on September 15; Recipe Book Club on September 19; Library Lab on September 26, October 6 and 10; Trivia Night on October 4; Coloring Club on

September 29; Understanding Your Credit Report on October 15; Book Discussion on October 6.

- b. Teen/Tween Programs: “Magic the Gathering” on September 15, 22 and 29 and October 6; Community Service Project on September 16; Sharpie Tie-Dye on September 28.
 - c. Children’s Programs: Session 1 Toddler Lapsit and Preschool Story Time runs from September 23 through October 14.
3. Library Statistics.
Many are up.
4. Friends of the Roseville Public Library.
- a. The Used Book Sale Committee will meet on September 13 at 1:30 in the Michigan History Office.
 - b. The Used Book Sale is October 12-14. Set up begins on Friday October 7. Hours for the sale are 3-7:30 p.m. on October 12 and 13 and noon-4 p.m. on October 14 (\$5 bag sale).
5. Roseville Historical and Genealogical Society.
- a. *Lost Car Companies of Detroit* on September 20.
 - b. *Japanese Balloon Bombs Over Michigan* on October 18.
 - c. Annual Dinner on November 16 with speaker Mayor Taylor.
6. Budget and Bills.
- a. The Director has informed the SLC that the library wishes to increase its users on the Integrated Library System, Sirsi Workflows from 11 to 13. This will increase the annual fee paid to the SLC by \$1,400 per user per quarter to bring the annual total fee to \$72,800.
 - b. The Director purchased used DVD and CD security cases from the Friends of the Oak Park Public Library, saving a substantial amount over purchasing them new.
 - c. The hinges on the public copier had to be replaced at a cost of \$400.

Motion by Commissioner Psimadas supported by Commissioner Chownyk to accept the budget.

MOTION CARRIED UNANIMOUSLY

7. Other Items.
- a. It is believed the website has a virus, and Tracy has been working with the SLC and the web template vendor to find a solution to the problem.

V. SUBURBAN LIBRARY COOPERATIVE.

1. SLC is negotiating a digital Newsbank subscription to give the SLC libraries access to smaller, local newspapers such as the Eastsider and Macomb Daily.

2. SLC discussed decreasing the size of the computer lab at the SLC and updating the computers more often.
3. The Library of Michigan is offering a new, limited grant program. The SLC is applying for a grant. Among the ideas are an online tutoring program, library packages for newborns in local hospitals and ConnectEd.
4. The library directors must decide if they will keep the current Integrated Library System or purchase another. Roseville is hosting a two-day demonstration of Sirsi, the current ILS and Polaris, a rival, on September 22 and 23.

VI. COMMUNICATION.

None.

VII. UNFINISHED BUSINESS.

1. Personnel.

- a. The Library hired three new clerks to replace Amy Pavlichek, Abbril Mashburn and former pages Sam Mitchell and David Schwerdtfeger: Rachel Moulden, Katie Dahlburg and Savannah Godbout. Sara is currently training them.
- b. The Director received permission from the City to hire Sara Simich as the full-time Clerical Coordinator in October.
- c. All job descriptions must be updated.
- d. The Director is researching job descriptions and salaries for a full-time System Librarian.
- e. After the Library opens on Saturdays next year, the Director would like to begin conducting regular employee evaluations and evaluation of the Director by the trustees.

2. Building Update.

- a. The City is updating the phone system to Voice over Internet Protocol (VOIP). The Library needs several additional Ethernet cables installed and will do so as the City pulls cable. So far it is unclear whether the Library will be able to access the PA system over the phone.
- b. Maintenance will begin to repair the floor outlets soon and on an outlet-by-outlet basis. Some need to be replaced, some need to be covered, some need carpet, some need Ethernet cables shortened.
- c. The City does not use the sprinkler system due to the high cost of water. The Director asked Scott to cut down the eight crabapple trees on the south side of the building, since they are only attractive for a few weeks each year and their fruit is messy. Scott was also asked to trim the small tree to the right of Phyllis' memorial garden and remove the two dying bushes next to the drop boxes near the south entrance. Lastly, the letter will be painted black and centered.
- d. Scott received bids for the doors and they have been sent to the Controller. A decision is expected "before winter."
- e.

VIII. NEW BUSINESS

1. Donations.

Motion by Commissioner Reneau supported by Commissioner Tonn to send thank-you notes to donors.

MOTION CARRIED UNANIMOUSLY

2. Library hours (closing Friday at 5, opening Saturday 10-4) and staffing were discussed, but action was tabled for a future meeting.
3. Pat is shopping magnets to publicize the Library's hours.
4. The January 9, 2017 meeting was moved to January 16.

Motion by Commissioner Tonn supported by Commissioner Reneau to change the date of the January, 2017 Commission meeting from January 9, 2017 to January 16, 2017.

MOTION CARRIED UNANIMOUSLY

5. A staff development day is being planned for January 27, 2017. Action was tabled for a future meeting.
6. The hiring of Anne Seurynk to update legal documents and negotiate rent was discussed.

IX. ADJOURNMENT

Commissioner Chownyk made the motion, that having acted upon the agenda, the meeting be adjourned at 8:05 p.m. Commissioner Psimadas supported the motion.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,



Cara Tonn

Next Meeting: Monday, October 10, 2016 at 6:30 p.m. Regular Commission Meeting