

Roseville Public Library Commission
Regular Meeting
December 8, 2014
Minutes

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene Van Marcke at 6:30 p.m. in the RHGS/Friends Office.

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 Reneau supported by Commissioner Chownyk to accept the Minutes of the regular meeting of November 14, 2014.

MOTION CARRIED UNANIMOUSLY

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update.

- a. The Library will be closed for the holidays December 24, 25 and 31, and January 1.
- b. The books that were purchased with the money from the Dick Johnston Award have arrived, and are being processed. Kristen purchased about 50 books. They will be put on display when they are all ready to circulate.
- c. Donald Kershaw Eagle Scout would like to do a project for the Library.

2. Library Programs/Classes.

- a. Book Discussion: *Hotel on the Corner of Bitter and Sweet* on December 11.
- b. Children's Programs: Gingerbread House Workshop on December 12.
- c. Family Movie: *Muppets Most Wanted* on December 29.
- d. Family Programs: "1,000 Books Before Kindergarten". Assistant Director Lindstrom is starting this program with the help of a donation from the Optimists.

3. Friends of the Roseville Public Library.
 - a. Have scheduled the spring book sale for the end of April/beginning of May.
 - b. Kroger Rewards for the 2nd Quarter: \$446.48.
4. Roseville Historical and Genealogical Society.
 - a. Annual Dinner on November 19 with Judge Santia.
5. Budget and Bills.
 - a. The AWE Computer has been purchased for \$2,000 from Central Purchasing and \$594 from bead sales. It has been installed.
 - b. The City Assessor thinks property values may rise up to 4% this year.
6. Other Items.
 - a. Mary Poppins: turnout was lower than expected. May change the timing of next year's big program.

V. SUBURBAN LIBRARY COOPERATIVE.
Char will be attending the meetings.

VI. COMMUNICATION.
Note from Joan Logghe.

VII. UNFINISHED BUSINESS.

1. Drafts of Legal Documents.

City Council approved the three documents at the November 25 City Council Meeting.
2. Personnel Update.

There is some confusion over the City's roll in approving Library employee agreements. The Director contacted the City Manager regarding the agreement for Tracy Wilson. Char Van Marcke signed the agreement and it will be sent to the City.
3. Building Update.
 - a. Millwork has completed most of the work in the library. The Library is awaiting for the top of one book shelf and one rolling cart that were given to them after the original work. They must also glue a few small pieces of laminate to the window sills. The City requested a check for the balance of their invoice.
 - b. The company "sealing" the Library was actually only sealing the doors, and has completed the job.

- c. The old toilets have been replaced. However, the new toilets leak and have been put out of order for safety reasons.
 - d. The Library has updated their "Maintenance List".
 - e. The Director is waiting for confirmation that the City has a quote for tinting the windows.
 - f. The exploding bulbs have been replaced.
 - g. Maintenance completed digging a trench for the outdoor sculpture and will be adding an electric campfire in the spring.
4. Teen Area Mural Project.
The project has hit a snag in the areas of scaffolding and insurance.
 5. AWE Computer.
Has been paid for and installed.
 6. Credit/Debit Card Acceptance and Self-Service Fax/Scan.
Both are installed. The staff is practicing on the Credit Card machine. Faxing began December 8.
 7. Open Library Commission Position.
A letter was sent to Hilary Coakley on November 20.
 8. Freegal.
Music service was rolled out on December 1. Pat and Sarah will be doing one-on-one tutorials on all of the Library's download services and on other computer-related topics.

VIII. NEW BUSINESS

1. Donations.

Motion by Commissioner Tonn supported by Commissioner Chownyk to accept the donations and request that Director Harvey send thank-you notes.

MOTION CARRIED UNANIMOUSLY

2. Foreign Language Collection.

The Library owns 554 adult and youth titles in Arabic, Chinese, German, Gujarati, Hindi, Italian, Korean, Polish and Spanish. The books were donated with a grant from the SLC. The collection rarely circulates. In fact, almost 50% has never been checked out, and 19% has only been checked out once since 2011. Director Harvey would like to offer this collection to Sterling Heights, Warren or Troy, who have more diverse populations.

Motion by Commissioner Chownyk supported by Commissioner Tonn to offer this collection to another library.

MOTION CARRIED UNANIMOUSLY

IX. ADJOURNMENT

Commissioner Reneau made the motion, that having acted upon the agenda, the meeting be adjourned at 7:35 p.m. Commissioner Tonn supported the motion.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

A handwritten signature in black ink that reads "Cara Tonn". The signature is written in a cursive, flowing style.

Cara Tonn

Next Meeting: Monday, January 12, 2015 at 6:30 p.m.